

Abbeydore & Bacton Group Parish Council

Minutes of the Annual Meeting of
Abbeydore and Bacton Group Parish Council
held in Abbeydore Village Hall
on Tuesday 16th May 2023

No ABPC/MW/119

Present

Councillor Mrs Ann Booth
Councillor Mr Richard Fenton
Councillor Mr Melvin Jenkins
Councillor Mr Keith Millington
Councillor Mr Toby Murcott

Clerk Mr M Walker

Prior to the meeting commencing the Accounts File for 2022 – 2023 was checked by Councillor Mrs Ann Booth and no anomalies or discrepancies were found in the paperwork also assessed risk and found no issues.

Also Present

One further member of the public

The Annual Group Parish Council Meeting was formally opened by the Chairman at 7.30pm

All Parish Councillors signed their Acceptance of Office Form for 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 2023-2024 and duly signed the appropriate Acceptance of Office form. Proposed by Councillor Mr Melvin Jenkins and Seconded by Councillor Mr Richard Fenton

Councillor **Mrs Ann Booth** having been nominated unopposed was elected to the post of **Vice – Chairman** for the year 2023-2024 and duly signed the appropriate Acceptance of Office form. Proposed by Councillor Mr Toby Murcott and Seconded by Councillor Mr Keith Millington

Due to a family emergency Councillor Mrs Ann Booth had to leave the meeting

2.0 Apologies for Absence

Apologies were received and accepted from Ward Councillor Mr Peter Jinman due to ill health Parish Lengthsman Mr Terry Griffiths, Police Representative and Locality Steward Mr Paul Norris 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

All members received new Notice of Registrable Interests Forms and would completed as soon as possible {deadline within 28 days}

4.0 Minutes

The Minutes of the Ordinary Meeting of Abbeydore & Bacton Group Parish Council No ABPC/MW/118 held on Tuesday 7th March 2023 were 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

Unanimously approved by the Parish Council

Proposed by Councillor Mr Keith Millington and Seconded by Councillor Mr Richard Fenton

5.1i Chairman and Clerk to Sign AGAR 2022/2023 Part 2 Exemption Certificate

Unanimously approved and signed by the Chairman and Clerk

5.2 Parish Council to approve Annual Governance Statement

Unanimously approved and signed by the Chairman and by the Clerk

5.3 Chairman and Clerk to sign Annual Accounting Statement 2022/2023

Unanimously approved and signed by the Chairman and by the Clerk

5.4 Confirmation of Invoices for Payment / Receipts / Bank Balances

Payments

HMR&C 4th ¼ Payment January February March £254.80

Cheque Number 000974

{Paid 31st March 2023}

Proelectrical Invoice No 001864 £255.22

Supply & Installation of 3 x replacement outside lights

Cheque Number 000977

Clerk's Salary April 2023 Gross £424.59

Mileage £4.32

Postage £2.72

Village Hall Electric £4.00

Stationary & Consumables £3.99

Tax £84.80 NIC £0.00

Nett Pay £354.82

Cheque Number 000978

Clerk's Salary May 2023 Gross £424.59

Postage £2.65

Tax £85.00 NIC £0.00

Nett Pay £342.24

Cheque Number 000979

Mrs J Watson Internal Auditor 2022-2023 £40.00

Cheque Number 000980

**Zurich Municipal Insurance Invoice No 523092356 01/06/2023 – 31/05/2024 £237.89

(01/06/2022 – 31/05/2023 £232.85)

Cheque 000981

HMR&C 1st ¼ Payment April May June £

Cheque Number 000982

Resolved unanimously **that all payments are approved**

Clerk given authorisation by the Parish Council to obtain cheque signature from a previous member

Receipts

31st March 2023 Herefordshire Council Ref 4117221 £1,639.00

Lengthsman Drainage Grant Works reimbursement

**Abbeydore & Bacton Group Parish Council*

Invoice submission for payment from Herefordshire Council

Invoice ABPC-03-MW-01 13th March 2023

Terry Griffiths (Contacts) TGC 2181 ABPC 009.

C1209. From B4347 to the parish boundary

Ditches are silted up and grips are lost. Piped drainage network is silted up

Action Clear the ditches and reinstate existing grips Clear headwalls and jet piped area of ditch

Deep cleanse the piped drainage network £1,639.00{Balance of Grant against Invoice TGC2181}



19th April 2023 Herefordshire Council Ref 3191355 £4,600.00
1st Part Precept 2023 - 2024

Bank Balances

Bank Statement @ 3 rd March 2023	No 10	
Treasurers Current Account		£9,442.19
Bank Statement @ 4 th April 2023	No 01	
Treasurers Current Account		£6,396.10*
		*End of Year Balance
Bank Statement @ 4 th April 2023	No 01	
Treasurers Current Account		£8,035.10
Bank Statement @ 4 th May 2023	No 02	
Treasurers Current Account		£13,136.31
Bank Statement @ 3 rd March 2023	No S11	
Business Bank Instant Account		£13,089.59
Bank Statement @ 4 th April 2023	No S12	
Business Bank Instant Account		£13,095.76*
		*End of Year Balance
Bank Statement @ 4 th May 2023	No S01	
Business Bank Instant Account		£13,104.05

Proposed by Councillor Mr Toby Murcott and Seconded by Councillor Mr Richard Fenton

Bank reconciliations signed for both accounts

HMR&C VAT Claim for 01/04/2022 – 31/03/2023 submitted
and BACS payment made 2nd May 2023 £1,110.08

5.4i Approval to purchase Filing Cabinet at Abbeydore Village Hall (already approved by Hall Committee)
Clerk authorised to order filing cabinet for delivery to Abbeydore Village Hall

5.5 Consider Internal Auditors Report 2022-2023 and agree any required action
There were no actions required from the Internal Auditor's Report for 2022-2023

5.6 To consider Appointment of Mrs J Watson as Internal Auditor and Scope Audit for 2023-2024
The Internal Audit Plan was agreed and signed by the Chairman.
The Parish Council confirmed the appointment of Mrs J Watson as their internal auditor for 2023- 2024.

5.7 To update Lloyds Bank Mandate if required
Current Cheque Signatory are:- Councillor Mr Toby Murcott Chairman
New Bank Mandate to be completed to add Councillor Mrs Ann Booth,
Councillor Mr Keith Millington and Councillor Mr Richard Fenton

Then to remove Mr Dave Cook, Mrs W Gunn and Mr David Watkins

Clerk instructed to write on behalf of the Parish Council to Dave Cook, Wendy Gunn and David Watkins, thanking them for their long service and commitment on Abbeydore & Bacton Group Parish Council

5.8 Parish Council Insurance review for 2023-2024
Parish Council unanimously agreed to continue with Zurich Municipal Insurance for the ensuing year
**Zurich Insurance 01/06/2023-31/05/2024 £237.89

5.9 Pensions Regulator Letter
The Pensions Regulator reply from Mr Malcolm Walker Parish Council Clerk
Acknowledge of Re-declaration of Compliance to be submitted to The Pensions Regulator.



6.0 Election of Delegates

Abbeydore Village Hall Committee

Councillor Mr Toby Murcott Chairman as Delegates

List of Meeting Dates required from the Village Hall Management Committee

Bacton Village Hall Committee

Councillor Mr M Jenkins and Councillor Mr R Fenton as Delegates

The William Hoskins Charity

Councillor Mr Toby Murcott Chairman and Councillor Mrs Ann Booth Vice – Chairman as Delegates.

7.0 Parish Council Co-options

To consider any qualifying applications for Co-Option to Abbeydore Parish

No candidates present

8.0 Policy Reviews

8.1 To formally adopt 2023 version Parish Council's Standing Orders

The Parish Council unanimously agreed the 2023 version of their Standing Orders signed by Councillor Mr Toby Murcott Chairman and the Clerk

Proposed by Councillor Mr Richard Fenton and Seconded by Councillor Mr Melvin Jenkins

8.2 To formally adopt 2023 version Parish Council's Financial Regulations

The Parish Council unanimously agreed the 2023 version of their Financial Regulations as presented, signed by Councillor Mr Toby Murcott Chairman and the Clerk

8.3 To formally adopt 2023 version Parish Council Transparency Code

Proposed by Councillor Mr Toby Murcott and Seconded by Councillor Mr Keith Millington

8.4 To formally adopt 2020 version of the model Code of Conduct

The Parish Council received a copy of the 2020 version of the Code of Conduct which was unanimously adopted

8.5 To review and update as required Parish Council Asset Register

The Parish Council approved their Asset Register as presented

8.6 To confirm Public Communication Strategy Policy

The Parish Council unanimously agreed the 2023 version of their Public Communication Strategy Policy signed by Councillor Mr Toby Murcott Chairman and the Clerk

Proposed by Councillor Mr Keith Millington and Seconded by Councillor Mr Melvin Jenkins

9.0 Parish Lengthsman Grant & Specific Works Programme

9.1 Confirmation of Lengthsman Grant Application for 2023-2024

New Herefordshire Council Contract required and proposed Schedule of Works

9.2 To agree Specific Lengthsman Programme of works

Clerk instructed to write to Lengthsman Contractor Mr Terry Griffiths reference Schedule of Works

9.3 Email from Balfour Beatty reference Verge Cutting

The Parish Council resolved for TWO Verge Cuts by Balfour Beatty.

The first cut would take place around the May Bank Holiday and the second cut towards the end of August, subject to environment conditions and growth

10.0 To Receive Reports

10.1 Broadband update

No further update

10.2 Golden Valley Action Group

No further update



10.3 Missing Bacton Post Box

The Parish Council resolved no further action

11.0 Information Sheet (Not covered by an agenda item and (for information only))

Planning Result

13th January 2023 Planning Consultation 224327 Church Cottage Bacton Hereford HR2 0AR
Proposed porch to north facing elevation
Listed Building Consent

Application Still Valid

10th February 2023 Planning Consultation 230246 Hillside Abbeydore Hereford HR2 0AA
Proposed raised decking
Full Householder

Application Still Valid

20th April 2023 Planning Consultation 231077 Barn North West of Upper Cefn Farm
Ewyas Harold Hereford HR2 0JJ
Application to determine if prior approval is required for a proposed change of use of agricultural building to one larger dwelling house and for building operations reasonably necessary for the conversion
(Part 3) Class Q - Prior Approval
This application is for prior approval determination for a change of use and as such the new legislation does not require you to respond to this communication

27th April 2023 Updated West Mercia Police Community Charter re-emailed to Police

12.0 Roads and Footpaths

12.1 Update on HGV Sign

05 May 2023 10:40 To: Walters, Molly Subject: Abbeydore & Bacton Parish Council
Good Morning Molly, The Parish Council would like to install a sign to indicate that a section of a U Class road is not suitable for HGV through traffic.

Is there a policy or protocol which can be followed?

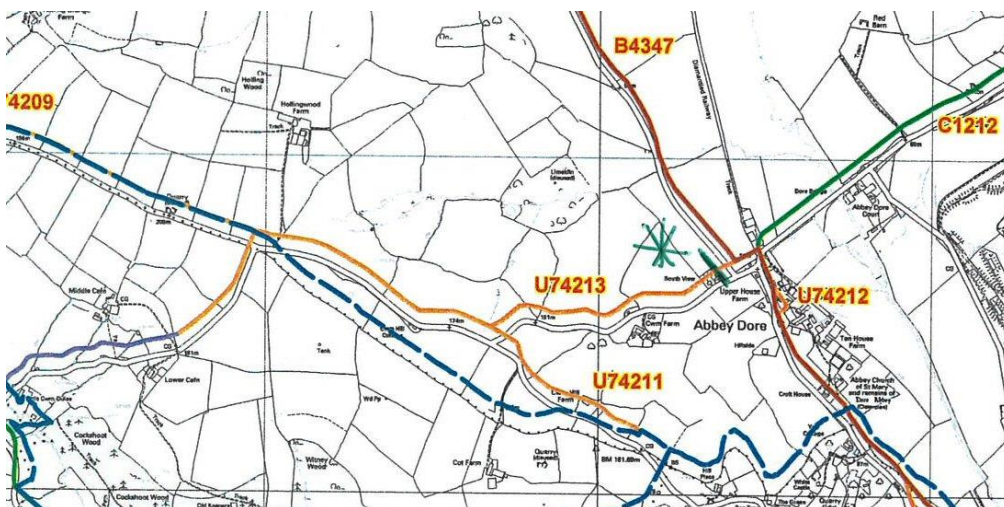
Thanking you in anticipation Malcolm Walker Clerk to Abbeydore & Bacton Group Parish Council

05 May 2023 10:43 To: Malcolm Walker Subject: RE: Abbeydore & Bacton Parish Council
Hi Malcolm I hope you are well Are you able to provide more information in relation to the location of where the sign will be placed, please?

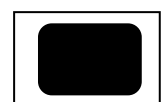
I can then provide feedback on the request

Thank you **Molly Walters** Locality Liaison Coordinator | Balfour Beatty Living Places | Herefordshire

5th May 2023 11.15 Hi Molly,
U74213 Junction with the B4347 see attached maps Regards Malcolm



Reply awaited



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

B4347 Water on the road

For information B4347 water on the road reported South Farmhouse Farm Regards Malcolm

Sent: 17 May 2023 09:27 **Subject:** Herefordshire Council - Your Enquiry - Enquiry 11137619

Your reference numbers are provided below to assist you. Herefordshire Council Ref:

FS-CASE-516545743 Balfour Beatty Ref: 11137619

Subject: Flooding (Footway)

Description: Water standing over 1/3rd width of road at all times (wet or dry) causes vehicles to pass on the wrong side of the road.. Road Gully blocked ROAD SAFETY ISSUE

B4347 From Morehampton Park Farm To Moor Location: B4347 South of Farmhouse Farm -

Blocked systems before Farm House Farm

For information B 4347 North of Morehampton Park Farm (Gwatkins) Regards Malcolm

Sent: 17 May 2023 09:33 **Subject:** Herefordshire Council - Your Enquiry - Enquiry 11137621

Your reference numbers are provided below to assist you. Herefordshire Council Ref:

FS-CASE-516555397 Balfour Beatty Ref: 11137621

Subject: Flooding (Footway)

Description: Water running from a track on the east side of the road with water standing 1/4 width of the highway

B4347 From B4348 To Morehampton Park Far Location: B4347 North of Morehampton Park Farm (Gwatkins) -

13.0 **Agenda of Next Meeting**

Parish Council Co-options

14.0 **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 4th July 2023 in Abbeydore Village Hall meeting to commence at 7.00pm

Meeting declared closed at 8.35pm

Signed..... 

Chairman Councillor Mr Toby Murcott

Dated this day the 4th July 2023