

Abbeydore & Bacton Group Parish Council

Minutes of the Annual Meeting of
Abbeydore and Bacton Group Parish Council
held in Abbeydore Village Hall
on Tuesday 7th May 2024

No ABPC/MW/125

Present

Councillor Mrs Ann Booth
Councillor Mr Richard Fenton
Councillor Mr Melvin Jenkins
Councillor Mr Keith Millington
Councillor Mrs Kharon Nakielny

Clerk Mr M Walker

Prior to the meeting commencing the Accounts File for 2023 – 2024 was checked by Councillor Mr Richard Fenton and no anomalies or discrepancies were found in the paperwork also assessed risk and found no issues.

Also Present

Golden Valley South Ward Councillor Mr Mathew Engel and one further member of the public

The Annual Group Parish Council Meeting was formally opened by the Chairman at 7.15pm

1.0 Election of Chairman & Vice - Chairman

Councillor **Mrs Ann Booth** having been nominated unopposed was elected to the post of **Chairman** for the year 2024-2025 and duly signed the appropriate Acceptance of Office form.

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

Vice – Chairman position vacant

2.0 Apologies for Absence

Apologies were received and accepted from Parish Lengthsman Mr Terry Griffiths and the Police Representative

Locality Steward Mr Paul Norris not present

3.0 Parish Council Co-options

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

No nominations received

4.0 Declarations of Interest & Dispensations

4.1 To receive any declarations of interest in agenda items from Councillors

There were no declarations of interest made

4.2 To consider any written applications for dispensation

There were no written applications for dispensation made

5.0 Minutes

The Minutes of the Ordinary Meeting of Abbeydore & Bacton Group Parish Council

No ABPC/MW/124 held on Tuesday 5th March 2024 were confirmed as a true record and signed by the Chairman.

6.0 2023-2024 Income & Expenditure Breakdown

Spreadsheet for approval

The Clerk presented the 2023 – 2024 Income & Expenditure Breakdown Spreadsheet which following its review was unanimously approved as presented

Proposed by Councillor Mr Keith Millington and

Seconded by Councillor Mrs Ann Booth Chairman



7.0 Annual Governance & Accountability Return (AGAR) 2023-2024

- 7.1 To Receive & Note The Annual Internal Auditors Report 2023-2024 and agree any required action
There were no actions required from the Annual Internal Auditors Report 2023 - 2024 which was received and noted
- 7.2 Parish Council to approve Annual Governance Statement (Section 1)
The Annual Governance Statement (Section 1) was approved
- 7.3 Annual Accounting Statements 2023 - 2024 (Section 2) for approval
The Annual Accounting Statements 2023 - 2024 (Section 2) was approved
- 7.4 AGAR 2023-2024 Certificate of Exemption approved
The AGAR 2023 - 2024 Certificate of Exemption was approved
- 7.5 Chairman & Clerk to sign the Annual Governance Statement, Chairman to sign Accounting Statement
The Chairman and Clerk signed the Annual Governance Statement and the Chairman signed the Accounting Statement
- 7.6 RFO to set commencement date for the exercise of public rights
The RFO set the commencement date as Monday 3rd June 2024 for the exercise of public rights
- 7.7 Certificate of Exemption signed by RFO & Chairman
The Certificate of Exemption was signed by the RFO and Chairman
- Notice of Public Rights and Publication of Annual Governance & Accountability Return
(Exempt Authority) Accounts for the year ended 31st March 2024
Monday 3rd June 2024 – Friday 12th July 2024

8.0 Financial Report

Confirmation of Invoices for Payment / Receipts / Bank Balances

8.1 Payments

- HMR&C 4th ¼ Payment January February March **£262.00**
Cheque Number 001010
{paid 31st March 2024}
- Terry Griffiths Contracts Invoice No **TGC2611** **£3,312.00**
***Joint Cheque Number 001012**
Abbeydore & Bacton Parish Council Roads Specific Task LSG Feb 2024 (2) Inv No 2611
Description of work carried out Specific Task Lengthsman Support Grant Work ABPC 23-03
U74209
Clear silt and debris from ditches Clear grips and reform leads Clear headwalls
Jet and flush out road culverts
Specific Areas Tremothic Farm to Holling Grange and U74211 to Holling Grange
Terry Griffiths Contracts Invoice No **TGC2612** **£2,070.00**
***Joint Cheque Number 001012**
Abbeydore & Bacton Parish Council Roads Specific Task LSG March 2024 (1) TGC2612
Description of work carried out: -Specific Task Lengthsman Support Grant Work
C1224
From B4347
Clear silt and debris from ditches Clear existing grips Clear headwalls
Jet and flush out piped areas of ditch
Terry Griffiths Contracts Invoice No **TGC2613** **£528.00**
***Joint Cheque Number 001012**
Abbeydore & Bacton Parish Council Roads Routine maintenance Feb 2024 (1)12-02-24
Invoice No TGC2613
Description of work carried out:- Specific Task Reported defect Work
Blocked road gully
B4347
Dore Abbey:- The road gully by the gate and others in the area were cleared



We will need to revisit to jet and flush out the pipes to the outfall
This can be done with other jetting task we have on our pending list

Routine Maintenance Scope of Works As Required

| | | |
|--|-----------------------|-----------------------|
| Clear grids and clean out road gullies | Check connecting pipe | |
| Clear grips | Clear ditch leads | Clear headwalls |
| Strim round street furniture | Strim round grit bins | Wash off street signs |

Roads Covered

C1212

From B4347 to parish boundary

U74209

From B4347 to U74211

C1225

C1223 Materials Marker Spray

Terry Griffiths Contracts Invoice No **TGC2657** **£528.00**

***Joint Cheque Number 001012**

Abbeydore & Bacton Parish Council Roads Routine maintenance

March 2024 (3) Inv No TGC2657

Description of work carried out: - Routine Maintenance Scope of Works As Required

| | | |
|--|-----------------------|-----------------------|
| Clear grids and clean out road gullies | Check connecting pipe | |
| Clear parish boundary ditch leads | Clear headwalls | |
| Strim round street furniture | Strim round grit bins | Wash off street signs |

Roads Covered

C1222

From C1223 to parish boundary

C1223

From C1222 to C1225

C1224

From C1223 to B4347 Materials Marker Spray Notes

Moneysoft Ltd Invoice No U323213 **£196.80**

Payroll Manager

{ Clerk authorised to pay by credit card }

Reimbursement Cheque Number 001013

Terry Griffiths Contracts Invoice No **TGC2656** **£1,104.00**

Cheque Number 001014

Abbeydore & Bacton Parish Council Roads Specific Task LSG March 2024 (2) TGC2656

Description of work carried out: - Specific Task Lengthsman Support Grant Work

C1221

Form C1222 to parish boundary

| | |
|------------------------------------|--|
| Clear silt and debris from ditches | Clear grips and reform leads |
| Clear road culvert headwalls | Locate and clear lost drainage pits and road culvert |

Notes:- Near Duffryn Farm. The road culvert on the bend by Big Wood

Attempts were made to clear the culvert by jetting

The camera survey whilst not giving a good vision of the issue indicated that there is a complete blockage caused by either pipe movement or collapse

Near the Junction with C1225. Surface water is standing at a low area of the road

Investigations failed to indicate that there was any drainage network present

As funds become available it may be possible to consider a project to install a gully and road culvert to drain the surface water into a soakaway in the adjacent field

Clerk's Salary April 2024 Gross **£461.34**

Mileage **£4.32**

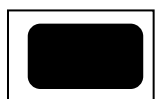
Postage **£2.00**

Village Hall Electric **£5.00**

Tax **£92.20** NIC **£0.00**

Nett Pay **£380.46**

Cheque Number 001015



| | |
|---|---------|
| *Zurich Town, Parish and Community Council Insurance | £239.40 |
| Invoice No 532363245 01/06/2024 – 31/05/2025 | |
| Cheque Number 001016 | |
| {01/06/2023 – 31/05/2024 £237.89} | |
| Clerk’s Salary May 2024 Gross | £461.34 |
| Mileage | £6.98 |
| Postage | £3.25 |
| Tax £92.20 NIC £0.00 | |
| Nett Pay £379.37 | |
| Cheque Number 001017 | |
| Mrs J Watson Internal Auditor | £40.00 |
| Accounts 1 st April 2023 – 31 st March 2024 | |
| Cheque Number 001019 | |

Resolved unanimously **that all payments are approved**

8.1 Receipts

| | |
|--|-------------------------|
| Terry Griffiths Contracts Invoice No TGC2611 | £1,836.00 |
| BACS Ref 4167126 Received 3 rd April 2024 | |
| Terry Griffiths Contracts Invoice No TGC2612 | *£862.50 |
| BACS Ref 4167250 Received 5 th April 2024 | |
| Terry Griffiths Contracts Invoice No TGC2613 | *£220.00 |
| BACS Ref 4167404 Received 5 th April 2024 | |
| Terry Griffiths Contracts Invoice No TGC2657 | *£220.00 |
| | *Total £1,302.50 |
| BACS Ref 4167403 Received 5 th March 2024 | |
| Herefordshire Council Pt1 Precept 2024-24 | £4,600.00 |
| BACS Ref 3327602 Received 17 th April 2024 | |
| 24 th April 2024 HMRC VAT Claim XCV126000106810 | £1,687.00 |
| 13 th May 2024 | £54.67 |
| 1/3 Share of Moneysoft Ltd Invoice No U323213 Payroll Manager from Mr M Walker Parish Clerk reference 500106 | |
| 16 th May 32024 | £54.67 |
| 1/3 Share of Moneysoft Ltd Invoice No U323213 Payroll Manager from Kentchurch Parish Council reference 500107 | |

8.1 Bank Balances

| | |
|--|-------------------|
| Bank Statement @ 4 th March 2024 | |
| Treasurers Current Account No 12 | £5,030.06 |
| Bank Statement @ 4 th April 2024 | |
| Treasurers Current Account No 13 End of Year Balance | £4,133.20 |
| Bank Statement @ 4 th April 2024 | |
| Treasurers Current Account No 13 | £9,871.20 |
| 22 nd April 2024 Internet Printed Bank Statement | |
| Treasurers Current Account | £10,804.54 |
| 2 nd May 2024 Internet Printed Bank Statement | |
| Treasurers Current Account | £12,491.54 |
| Bank Statement @ 4 th March 2024 | |
| Business Bank Instant Account No S11 | £18,259.11 |
| Bank Statement @ 4 th April 2024 | |
| Business Bank Instant Account No S12 End of Year Balance | £18,279.27 |
| Bank Statement @ 4 th April 2024 | |
| Business Bank Instant Account No S12 | £12,279.27 |
| 22 nd April 2024 Internet Printed Bank Statement | |
| Business Bank Instant Account | £12,296.44 |



Bank reconciliations signed for both accounts

*Cheque signatories are Councillor Mrs Ann Booth,
Councillor Mr Keith Millington and Councillor Mr Richard Fenton*

8.2 To consider Appointment of Mrs J Watson as Internal Auditor & Scope of Audit 2024-2025
The re-appointment of Mrs J Watson was unanimously approved
The Scope of Internal Audit and Internal Audit Plan was agreed and signed by the Chairman

8.3 To update Lloyds Bank Mandate if required
Resolved to leave Lloyds Bank Mandate as is for the present

8.4 Parish Council Insurance review for 2024-2025
See Item *8.1

8.5 Pensions Regulator Letter
Acknowledge of Re-declaration of Compliance for Mr Malcolm Walker Parish Council Clerk was noted

Golden Valley South Ward Councillor Mr Matthew Engel gave his report at this point, due to arriving after the Annual Parish Meeting had finished

Retirement of Bob the Postman

Oak House – Inspector has visited and discrepancies found, maybe some action

Meeting with Herefordshire Council reference Pontrilas Railway Station, which is on-going

4 x Marches Counties - Herefordshire, Monmouthshire, Powys and Shropshire

Transport for Wales

£20 million funds available

Balfour Bratty Living Places contract will end in 2 years-time, (2026) not yet sure of the future
Herefordshire Council to take on more works in house

Parish Joint Meeting at Matthew's house with Abbeydore & Bacton, Ewyas Harold, Kentchurch, Longtown and Vowchurch Parish Council representatives in the summer maybe June
Chairman Councillor Mrs Ann Booth to attend

Llanveynoe Parish

Planning Permission 232851, Current status Valid

Location Aubreys To the west of the Mountain Road Llanveynoe Longtown Herefordshire HR2 0NL
Proposed restoration and residential use of the farmstead at Aubreys including: the conversion of and extension of the existing farmstead, proposed detached building for garaging, workshop and plant storage, extensive landscaping and rewilding of the wider site, the installation of an access track and associated works.

9.0 Election of Delegates & Reports

To nominate Delegates to:-

Abbeydore Village Hall Committee

Delegate to be confirmed

Some exterior brickwork still to be completed

Bacton Village Hall Committee

Councillors Mr Richard Fenton, Mr Melvin Jenkins and Mr Keith Millington as delegates

The William Hoskins Charity

Councillor Mrs Ann Booth Chairman and Councillor Mr Richard Fenton as Delegates

10.0 Policy Reviews

10.1 To formally adopt 2024 version Parish Council's Standing Orders

The Parish Council unanimously agreed the 2024 version of their Standing Orders signed by Cllr. Mrs Ann Booth Chairman, Cllr. Mrs Kharon Nakielny and the Clerk



10.2 To formally adopt 2024 version Parish Council's Financial Regulations
The Parish Council unanimously agreed the 2024 version of their Financial Regulations as presented, signed by Councillor Mrs Ann Booth Chairman, Councillor Mrs Kharon Nakielny and the Clerk

10.3 To formally adopt 2024 version Parish Council Transparency Code as presented signed by Councillor Mrs Ann Booth Chairman, Councillor Mrs Kharon Nakielny and the Clerk

10.4 To review and update as required Parish Council Asset Register
The Parish Council reviewed their Asset Register.

11.0 Parish Lengthsman Grant & Specific Works Programme

11.1 To confirm second year of two year contract with Terry Griffiths (Contracts)
The Parish Council confirmed the second year of a two year contract with Terry Griffiths (Contracts)

11.2 Lengthsman Grant Application, Contract & Annual Maintenance plan for 2024-2025
The Parish Council confirmed the Lengthsman Grant Application, Contract & Annual Maintenance plan for 2024-2025

11.3 To receive **new** information on any Parish Highway & Public Footpath Issues
No new information received

11.4 To agree Specific Lengthsman Programme of works
The Parish Council confirmed the Specific Lengthsman Programme of works for this fiscal year
Clerk to investigate Drainage Grant from Herefordshire Council
Terry's contact is Councillor Mr Keith Millington

12.0 Planning Consultation

No 240665 Barn East of Hill Place Ewyas Harold HR2 0JG

Nature of feedback: Objecting to the application Comment

The Parish Council considered this consultation at their Annual Meeting on the 7th May 2024.

Resolved unanimously:- Not to support the application on the grounds of the increased size, poor access as well as the apparent disregard for local knowledge regarding the submission of the Ecological Assessment Report

Form reference: FS-Case-612583595

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

Planning Result

12th February 2024 Planning Consultation 240174 Oak House Abbeydore Hereford HR2 0A
Proposed variation of condition 6 following grant of planning permission ref 220736 (Proposed change of use of existing wainbarn and car port to provide gym/training facilities including resistance pool)

To widen use to allow small group & personal training sessions in the week

Planning Permission Still Valid

13th February 2024 Planning Consultation 240377 Lower Jury Farm Wormbridge Hereford HR2 9EE
Proposed formation of access track to serve barn conversion with associated landscaping

Planning Permission Still Valid

13th March 2024

Allcott Cottage Bacton

Your reference number is FS-Case-595106632

Thank you for submitting Enforcement Complaint Form

Details of breach: Substantial new construction work in the site

Date breach commenced: 01/01/2024

Is the breach worsening: Yes

Harm being caused by the alleged breach: Building without planning consultation

Location of breach: Allcott Cottage Bacton Herefordshire HR2 0AR

Grid reference (if known)

Upload photos/documents



Name of contravener: M N Powell
Additional information (Planning history, etc.)
Previous history of building first then applying for retrospective permission

Correspondence received

19th March 2024 Herefordshire Council
Draft Local Plan Consultation & Local Transport Plan Early Engagement
Letter and posters/leaflets

2024 The first official portrait of Charles III since his coronation was unveiled at Buckingham Palace. The official portrait of King Charles III was taken at Windsor Castle by Hugo Burnand who also took the King and Queen’s Coronation portraits.

His tailcoat, as part of the Admiral's uniform, is known as No. 1 Tailcoat. The Garter Star worn by His Majesty is set with diamonds, and the central cross of St George is set with rubies and diamonds, surrounded by blue enamel.

King Charles is wearing in the portrait

Queen's Service Order (New Zealand)

Coronation Medal.

Silver Jubilee Medal.

Golden Jubilee Medal.

Diamond Jubilee Medal.

Platinum Jubilee Medal.

Naval Long Service Good Conduct (LSGC) with three additional service bars.



14.0 Agenda of Next Meeting

To receive requests for items to be on the Agenda of the next meeting

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 2nd July 2024 in Abbeydore Village Hall meeting to commence at 7.00pm

Meeting declared closed at 8.40pm

Signed..... 

Chairman Councillor Mrs Ann Booth

Dated this day the 2nd July 2024