

Shobdon Parish Council Meeting 21st May 2018

Minutes of the meeting held on Monday 21st May 2018 at 7.45pm in the village hall

Attendance: Mr W Stokes, Mr S Macdonald, Mr R Bowen, Mrs A Boxhall, Mrs A Walker, Parish Clerk Ms E Lewis

Apologies were received from Jon Miles and Roger Phillips.

1 Parishioner was present

Public Time: No issues were raised.

1. **Nomination and election of Office of Chairman and signature of acceptance form:** Bill Stokes was nominated by Steve Macdonald and seconded by Anne Walker. He accepted the position and signed the acceptance form.
2. **Nomination and election of Office of Vice Chairman:** Steve Macdonald was nominated by Anne Walker and seconded by Adrienne Boxhall. He accepted the position.
3. **Appointment of Councillors to Committees, working groups and outside bodies:** Appointments were agreed as follows: Lengthsman - Richard Bowen, Airfield liaison – Anne Walker, Village Hall – Anne Walker, Website -Clerk, Playground Working Group –open to all, Newsletter editor – Adrienne Boxhall, Play area inspection – Richard Bowen. It was **agreed** that the Finance working group would remain open to all councillors who wished to attend.
4. **To receive declarations of interest and written requests for dispensation:** No declarations were made.
5. **Minutes of the meeting held on 23rd April 2018 and extraordinary meeting held on 2nd May 2018:** The minutes of both meetings were **agreed** and signed as a correct record.
6. **Report by Ward Councillor Roger Phillips:** A full report had been given at the Parish Annual Meeting the previous week.
7. **Report by West Mercia representative:** No police representative was present, but a report had been given to the Parish annual meeting the previous week.
8. **Annual Accounts - 2017/18**
 - 8.1 **The Annual Governance Statement:** This statement was considered and **agreed**. The Chair and Clerk signed the statement.
 - 8.2 **The Annual Accounting Statements:** The clerk introduced the statements and the headline figures from the annual accounts. It was **noted** that the internal audit had raised no issues for consideration. The statement was considered and **agreed**, and then signed accordingly.
9. **Finance**
 - 9.1 **Financial statement to date:** The financial statement was **agreed**. The current account has a balance of £35,745.35 and the high interest account has a balance of £74,374.93. It was **noted** that the current account is likely to incur bank charges when it exceeds the £50,000 limit for the Treasurers account and the clerk will contact Lloyds bank to confirm the situation. It was **agreed** that the Clerk would also investigate the possibility of utilising internet banking and report back to a future meeting.
 - 9.2 **Cheques:** Cheques were signed as follows - Lloyd Cooper (land at the Birches) £4258.00, Clerk May wages £379.99.
 - 9.3 **Clerk's devolved power to raise cheques below value of £500:** This was **agreed** and confirmed that cheques would always be issued in liaison with the Chair or Vice-Chair and 2 signatories.
 - 9.4 **Parish Council insurance with BHIB:** It was **agreed** to insure the Parish Council through BHIB and that a cheque be issued for £ 428.42 for the annual premium.
 - 9.5 **Finance working party:** It was **agreed** to hold a meeting of the working party on Monday 11th June at 8pm.

10. Planning:

10.1 Update on any planning issues: No updates had been received.

11. Cycle Path

11.1 Valuation of land behind the Grove and next steps: A valuation (with restrictions) of £10,00 for the field behind the Grove had been received from Stonewater Housing Association; they had also indicated that they would expect the Parish Council to underwrite their solicitor's costs, their valuation of the land and an administration fee of £250. The valuation of the land was seen as fair, given current land prices, and £10,000 had been included in the reserves plan for this part of the cycle path project. It was **agreed** in principle to proceed with the purchase, but the Clerk would check with Stonewater whether they might underwrite their own solicitors fees.

11.2 Update on Cycle path project: The transfer of the land at the Birches to the Parish Council should take place in the next month. It was **agreed** to ask Hi Trees to clear and strim the land once the transfer has taken place. The Clerk will obtain quotes for fencing the parcel of land and circulate to councillors; it was **agreed** that a budget of up to **£1000** be allowed for the fencing. Stonewater are meeting with residents of Bar Meadow to discuss any remaining concerns over the joining of the path from the village car park into the road behind Bar Meadow.

12. Footpath Bridge

12.1 Company to build/provide footpath bridge: Three quotations for building the footbridge had been received, from Beaver Bridges, CTS Bridges and Donbass Limited. The quotation from Donbass Ltd was the least expensive and based on a wooden kit bridge being provided that can be erected by volunteers, together with support for obtaining the necessary consents for the bridge and a full feasibility study for the project. (The quote at £5800 does not include costs for the path either side of the bridge and the concrete required for the foundations.) It was **agreed** to accept the quotation from Donbass Ltd and that a cheque be issued for £360 for the feasibility study.

12.2 Update on Footbridge project: The solicitors are still working on obtaining the grant of easement for the land from the two landowners; once this has been obtained planning permission and land drainage consent can be applied for.

13. Updates and action

13.1 NDP: The SEA and HRA have now been received from Herefordshire Council and the regulation 14 consultation will be launched in the next few days.

13.2 Lengthsman/Footpaths: Eardisland memorial plaques have been placed on footpaths in Shobdon Hill woods and the Clerk will check if this was agreed when the council considered the Eardisland memorial walks project

13.3 Village Hall Committee and Airfield: A business breakfast was held at the airfield recently and plans for the Food and Flying festival (30 June/1 July) are well underway.

13.4 Playground working group: A meeting to discuss plans and next steps is being held in the next few weeks. The Evening with the Rat Pack will be donating half the profits from the evening to the playground fund.

13.5 Casual Vacancy: Chris Jaques expressed an interest in joining the Parish Council and introduced himself; after a brief discussion it was **agreed** to co-opt him to fill the councillor vacancy.

13.6 Parish Newsletter: It was **agreed** that the last edition of the current format of the newsletter would go out the week of the 2nd July, which means the print deadline will be around the 18th June. A questionnaire will go in the newsletter for all residents to feedback on whether they want the Parish council to continue with the newsletter and, if so, in what format.

14. Items for the next agenda: No items were raised.

15. Date of next meetings:	Finance Working Party	11 th June, 8pm (not open to public)
	Parish council meeting	25 th June, 7.45pm
	Parish council meeting	30 th July, 7.45pm