

Shobdon Parish Council Meeting May 2017

Minutes of the meeting held on Monday 22nd May 2017 at 7.45pm in the village hall.

Attendance: Mr W Stokes, Mr S Macdonald, Mr R Bowen, Mrs A Walker, Mr P Sharp, Parish Clerk Ms E Lewis, Councillor Roger Phillips

Apologies for absence were received from Mrs A Boxhall.

1. **Nomination and election of Office of Chairman:** Bill Stokes was nominated by Anne Walker and seconded by Steve Macdonald. 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 Phil Sharp. 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 – Clerk, Anne Walker and Adrienne Boxhall, 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. **Declarations of interest.** No declarations were made.
5. **Minutes of the meeting held 24th April 2017** were **agreed** and signed
6. **Report by Ward Councillor Roger Phillips:** A meeting is being held with the leader of the Council next week at which highways will be raised. The planning application for Moor Meadow is going through. Confirmation has been received that the s106 dropped kerb project is scheduled to commence in July.
7. **Report by West Mercia representative:** A full report had been given at the Annual Parish Meeting on the 8th May 2017.
8. **Annual Accounts - 2016/17**
- 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. The statement was considered and **agreed**, and then signed accordingly.
- 8.3 **Internal audit:** The internal audit had been completed by Gill Vaughan, who had gone through the files with the Clerk. The two minor issues raised were ensuring VAT is reclaimed on a more regular basis and that expenditure is correctly assigned to a category within the excel spreadsheet accounts. The Clerk indicated that she would ensure these issues were taken on board.
9. **Finance**
- 9.1 **Financial statement:** This was presented in a new format, which is now an automatic report within the spreadsheet used by the Clerk. The statement was **agreed**.
- 9.2 **Cheques were signed as follows:** Village Hall £27, Gill Vaughan £300, Clerk salary £379.99 and Clerks office expenses £69.45.
- 9.3 **Clerk's devolved power to raise cheques below value of £500 between meetings:** This was **agreed** and confirmed that cheques would always be issued in liaison with the Chair or Vice-Chair and 2 signatories.
10. **Planning:** No planning applications had been received.

- 11. Updates:**
- 11.1 NDP:** The outstanding confirmations required to confirm deliverability of the site behind Bar Meadow have now been received. Bill Stokes met with the Peruffo family and their representative to discuss the inclusion of a strip of land North of the Presteigne road between the Moor Meadow site and Pearl Lake as a site allocation in the NDP. This would provide an additional 10 dwellings which would ensure the NDP met the housing requirements. This addition would mean the settlement boundary would need amending, but it would continue the ribbon style development of housing in the village and adhere to the Parish's desire to stick with small scale development sites. An email has been received confirming that the land is available for inclusion and it was **agreed** that the NDP and settlement boundary be amended to include this parcel of land. The Clerk will now contact Bill Bloxsome to get the amendments made and open a dialogue with Sam Banks at Herefordshire Council to confirm whether the plan is ready to go through regulation 16 consultation again.
- 11.2 Lengthsman:** The hedges between the Birches and Bateman Close need trimming and BBLP will be contacted to carry out this work, as well as to jet the drains by the Methodist chapel to unblock them. **(Action Clerk)** It was noted that the hedge behind 31 Moor Meadow is overhanging the path and Anne Walker will contact the owner to ask them to cut this back. **(Action AW)** The hedgerow at Bateman Close is overgrowing, and it is believed this is privately owned. Roger Phillips will check the email trail to check ownership and then the necessary person can be contacted to have this cut back. **(Action RP)**
- 11.3 Village Hall Committee and Airfield:** The pre-school will be opening on Fridays from September 2017, which means the toddlers group will need a new venue. Phil Edwards is the new general manager at the airfield.
- 11.4 Playground working group:** The revised plans have been received from Sovereign. A bingo evening is being held on Friday 9th June and the group have been contacted by the food and flying festival organisers who are going to donate the proceeds from the "Evening with the Rat Pack" (Friday 30th June) to the fund. The group are going to postpone the raffle planned to coincide with the Food and Flying Festival until autumn, and it was **agreed** that a small lottery licence would be applied for by the Parish Council. **(Action Clerk)** A stand showing the plans will be at the food and flying festival, together with the launch of the "buy a brick" scheme. The Clerk has received information from a company who engrave bricks for such schemes; the playground group are suggesting that engraved pavers be chosen that can be used to relay the path within the playground. An event can then be organised where the community can come and help lay the path.
- 11.5 Election of new Parish Councillor:** The Clerk has been liaising with Herefordshire Council's election office, and the notice of the parish council vacancy has been published. The notice deadline is 8th June; if, after this date, no call for an election has been received, the council can then start the co-option procedure.
- 12. Items for the next agenda:** No items were raised.
- 13. Date of next meetings:** **26th June 2017**
 31st July 2017