

# WALFORD PARISH COUNCIL

## EXTRA-ORDINARY FULL COUNCIL MEETING – 2009/12/01 – 07

**MINUTES OF EXTRA-ORDINARY FULL COUNCIL MEETING** held at Bishopswood Village Hall, Walford on Tuesday 1<sup>st</sup> December 2009 at 7.30pm.

**PRESENT:** Cllr F Myers (Chairman), Cllrs Simeon & Sandra Cole, M Downey, E Drummond, H Evans, P Heath, G Symonds, M Thomas, D Allen.  
Mrs J Smailes - Clerk in attendance. Mrs R Ward - Minute Taker.

**There were twelve members of the public present.**

### **1. TO RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE:**

Apologies were received from Cllrs: Vine, Whitlock and Freeman.

### **2. TO RECEIVE DECLARATIONS OF INTEREST:** None declared

### **3. ADOPTION OF MINUTES OF THE PREVIOUS PARISH COUNCIL MEETING HELD ON 11<sup>th</sup> NOVEMBER 2009 & TO NOTE THE ABANDONED FINANCE & SCRUTINY MEETING/COUNCILLOR SURGERY NOTES HELD ON 25<sup>th</sup> NOVEMBER 2009. ALSO THE ADOPTION OF THE 'CLOSED SESSION' MINUTES AS MINUTED BY CLLR B VINE:**

**Cllr Simeon Cole** proposed that the aforementioned Minutes be deferred until the January meeting as he was not comfortable with a number of decisions that had already taken by council i.e. Adoption of Standing Orders/Financial Regulations etc.

**Cllr Thomas** also felt that there were a number of issues which formed part of the 'Closed Session' Minutes of 14<sup>th</sup> October 2009 which required further debate before they too could be formally adopted.

**Cllr Myers** advised council that the points that were now being raised had in fact already been formally agreed by Full Council as shown in the previous meeting Minutes and therefore such decisions should only be revisited in line with the guidance shown in Standing Orders.

The Clerk read the passage from Charles Arnold Baker which addressed the requirement for Minutes to be formally adopted at the next meeting of the Council. She then suggested that if there were any issues that prevented any councillor from voting on the adopting any one of the three sets of Minutes that they be formally expressed so that they could be Minuted accordingly.

**After a short debate it was PROPOSED by Cllr Drummond that the adoption of each of the three sets of papers be addressed separately so that Members could vote accordingly SECONDED by Cllr Allen:**

#### **1. 'CLOSED SESSION MINUTES' Dated 14<sup>th</sup> October 2009 as Minuted by Cllr B Vine.**

**PROPOSED:** Cllr F Myers, **SECONDED:** Cllr M Downey,

**RECORDED VOTE: 6 IN FAVOUR, 1 AGAINST, 3 ABSTENTIONS – Motion Carried , Minutes Adopted.**

#### **2. MINUTES of the previous Full Council Meeting held on 1th November 2009**

**PROPOSED:** Cllr E Drummond, **SECONDED:** Cllr Heath

**RECORDED VOTE: 4 in FAVOUR, 4 AGAINST, 2 ABSTENSTIONS**

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**CHAIRMAN'S CASTING VOTE – 1 in FAVOUR, therefore Motion Carried Minutes Adopted.**

**3. MINUTES of the abandoned Finance & Scrutiny Committee Meeting/Councillors Notes. NOTED AS CORRECT.**

### **4. TO CONSIDER MATTERS ARISING FROM PREVIOUS MINUTES NOT ON THE AGENDA:**

a. Appointment of Clerk/Administrator

A Lengthy debate ensued as the cost of staffing would have a bearing on the budget for 2010/11 which was to be agreed that evening.

**Cllr Thomas** suggested that an Administrator/Minute Taker was not necessary.

**Cllr Myers** once again informed council that a decision had already been taken on this point as shown in the 'closed session' minutes formally adopted this evening and therefore the only point to be further discussed this evening was that of the amount that should be allocated to staffing provision.

**PROPOSED:** Cllr E Drummond, **SECONDED:** Cllr Heath that £18,000 be placed into the Staffing Budget with the Clerk instructed to work no more than 20 hours per week. **This motion was defeated and discussed later as part of Budget discussion.**

**Cllr Thomas** queried when an advert would be placed.

**Cllr Myers** explained that he and the other members of the Selection Panel had been given 'delegated powers' under S101 to address the aforementioned appointments, as formally noted in the 'Closed Session Minutes' and he was endeavouring to do just this and that Mrs Smailes had been appointed correctly.

**(Additional points relating to Appointment of Clerk/Administrator were discussed in 'Closed Session')**

### **5. TO ALLOW PUBLIC CONSULTATION**

**Mr David Berry – Queried benefits associated with gaining Quality Status.**

Cllr F Myers (Chairman) read from 'Good Councillors Guide' pages 56 and 57.

**Mr Peter Dewhurst** – Aired his concern over the figure of £30,000 Budget figure which had been incorrectly voiced to him causing concern to many parishioners. Mr Dewhurst felt that Walford Parish Council had achieved nothing significant in the last few years and that if the parish council were to consider an 'hike' in the Precept that council should be able to demonstrate a stronger community spirit, more transparency and should stop squabbling among themselves!

**Mr Terry Snow** - Expressed a similar view, he felt Walford Parish Council were hardly likely to be able to achieve Quality Status when they were unable to address issues without 'in-house' disagreements.

**Mr John Daniels** agreed with Mr Snow's comments. He thanked the Clerk and Chairman for the work that had been evident since Mrs Smailes had commenced her employment. Mr Daniels also raised the issue of 'ownership' of community assets and delegated powers in order to 'oversee' the likes of the Lengthsman etc

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As part of the Public Question Session the Clerk also took time to explain to those present how the following budgets/precepts discussions were to be addressed by council and how this new approach was aimed at making all information more readily available and council issues 'transparent'

Cllr Heath and the Clerk also took time to explain further how they envisaged the Parish Plan would be used to identify 'action points' which would then be formally addressed by council during the coming year.

### 6. TO CONSIDER BANKING/FINANCIAL ARRANGEMENTS:

#### ❖ To Consider a Virement between Deposit and Current Bank Accounts

**Cllr Thomas** expressed the view that the word Virement was incorrect. The Clerk explained that this was the term used for such 'transfers' when related to 'council/public' money.

**Action: Clerk to provide supporting paper to this effect.**

**PROPOSED:** Cllr Drummond **SECONDED:** Cllr Heath, that £5000 (Five Thousand Pounds) be vired from Deposit to Current Bank Account. **All in FAVOUR**

### 7. TO CONSIDER AND AGREE THE BUDGET FOR 2010/11 & TO CONSIDER THE PRECEPT RECOMMENDATION TO BE MADE TO HEREFORDSHIRE COUNCIL

Cllr Sandra Cole left Meeting at 09.30pm

BUDGET COLUMN HEADER	AGREED 2010/11
S137	-
TRAINING	500
CAPITAL PURPOSES	-
STAFFING COSTS (Incl: HMRC & N.I. Contributions etc)	15,000*
CORPORATE COUNCIL EXPENDITURE	3000
MEETING COSTS/EXPENSES	500
AMENITIES	1,000
HIGHWAYS/LENGTHSMAN	400 *
CHAIRMAN'S ALLOWANCE	-
GRANTS	500
GRANT FUNDRAISING	-
CONTINGENCY	-
ELECTION	<u>1,430</u>
<b>TOTAL EXPENDITURE FOR 2010/11</b>	<u>22,330</u>
<b>CONFIRMED AGENCY PAYMENTS ETC</b>	<b>0.00</b>
<b>GENERAL RESERVE - -Offset</b>	<b>9,830</b>
<b>PRECEPT REQUEST -</b>	<b><u>12,500.00</u></b>

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Notes:

### **\*Staffing Costs**

Cllr Drummond **had previously PROPOSED , SECONDED** by Cllr Heath that the Clerk work a Maximum of 20 hours per week and that £18,000 be placed in the Staffing Budget, motion had been defeated: **4 in FAVOUR, 6 AGAINST**

Cllr Heath therefore **PROPOSED** that 20 hours still stand but that the budget amount be reduced to £15,000, **SECONDED: Cllr Downey: 5 in FAVOUR, 4 AGAINST**

A discussion took place around whether the Clerk would be able to work within budget and whether this could then still afford council sufficient resource to employ an Administrator. The Clerk provided Cllr Thomas with sight of the NALC Profile/Pay Scales which suggested Walford Parish Council employ a Clerk on LC2.

**No firm resolution was reached.**

A discussion also took place in respect of the information purportedly given to individual councillors by HALC (Herefordshire Association Local Councils)

The Clerk reminded council that Walford Parish Council 'The Corporate Body' were the member of the said organisation and that to try and eradicate further misunderstanding it would be helpful if questions from members were directed at the Chairman/Clerk and that they would ensure any advice requested from HALC was then made readily available to all Members.

### **\*Highways/Lengthsman**

It was unanimously agreed that £400 be placed in the Budget to address Highway issues, but that if no 'agency Money' was to be forthcoming from Herefordshire Council in respect of the Lengthsman then Walford Parish Council would no longer be able to address such issues.

**At 10.15pm the meeting then continued in 'Closed Session'.**

### **Closed Session**

***Standing orders were suspended in order that the Council may continue in 'closed session' under the provisions of The Public (Admission to Meetings Act 1960) as the business to be discussed is considered to be of a confidential nature.***

Chairman

Date:

**Meeting Closed 10.40 pm**