

# WALFORD PARISH COUNCIL

## FULL COUNCIL MEETING – 2009/11/11 – 01

**MINUTES OF FULL COUNCIL MEETING** held at Walford Village Hall, Walford on Wednesday 11th November 2009 at 7.30pm.

**PRESENT:** Cllr F Myers (Chairman), Cllrs Simeon Cole, M Downey, E Drummond, H Evans, L Freeman, P Heath, G Symonds, M Thomas, B Vine, A Whitlock.  
Mrs J Smailes - Clerk and Mrs J Perry were also in attendance.

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

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

Apologies were received from Cllrs: Sandra Cole and D Allen

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

**The Chairman 'moved' to alter the running order of the Agenda to allow Mrs J Perry (Retiring Clerk) to assist council with previously circulated Planning Applications: ALL IN FAVOUR.**

Planning Application Number::  
Deep Dean - **Application Approved**

Planning Application Number:  
Hom Green - **Application Approved**

S106 Planning Contribution from Herefordshire Council –Cllr M Downey asked for clarification as to how such payments were claimed.

**ACTION** – Mrs Perry was requested to seek clarification from Cllr J Jarvis and Hfd Council as to the mechanism that would ensure future planning applications which conformed to the LDF (Local Development Framework) could then be used to form a request for S106 Contributions from future developers building in the parish of Walford.

### **3. ADOPTION OF MINUTES OF THE PREVIOUS PARISH COUNCIL MEETING HELD ON 14TH OCTOBER 2009:**

**PROPOSED:** Cllr Simeon Cole, **SECONDED** Cllr G Symonds, **that the Minutes of the 14th October 2009 be accepted as a true record. ALL IN FAVOUR - UNANIMOUS**

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

- a. Cllr F Myers advised the meeting that Mrs J Smailes had agreed to assist council in the short term whilst the position of Clerk to Walford Parish Council was being formally addressed. Mrs Smailes will therefore assume the position of 'acting' Clerk.
- b. The Selection Panel to re-advertise.

### **5. TO RECEIVE THE CHAIRMAN'S REPORT:** Already noted above.

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### 6. TO RECEIVE THE CLERK'S REPORT

Letter received from Colin Birks – Hereford Council advising that the lights which had been staying on at the school had now been addressed.

### 7. TO RECEIVE THE WARD MEMBER'S REPORT

#### 8. POLICE MATTERS

- a. To receive a report from Herefordshire Constabulary Representative.
- b. To consider any issues raised relating to crime, disorder and community safety.

A general discussion took place.

**ACTION** – Clerk to write to the police formally inviting them to attend the monthly parish council meetings.

### 9. TO ALLOW PUBLIC CONSULTATION

**Mrs Sheila Walshaw** – New signs outside school does not indicate actual speed limits therefore negates its use.

**Council advised that Cllr Cole had already liaised with highways in order to address this point.**

**Mr John Daniels** -Wye Valley Spa – A parish meeting had been held and a vast majority were against the planning proposal, however Hereford Council had still approved the plans therefore is the Parish Council going to make any representation regarding democracy and express the parish's dissatisfaction?

**Council advised that it was only a 'statutory consultee' and that as such any planning 'material considerations' sent to Herefordshire Council were advisory only. Council however would write to the Ward Member, Cllr J Jarvis, asking that the views of the electorate who attended the meeting be formally noted.**

There followed a discussion concerning the issuing of bins for recycling, there were still some properties that had not been issued with either a bin or plastic sacks. Council queried what 'outlying' properties were supposed to do to ensure their refuse was adequately addressed.

**ACTION** – Clerk to write to Hfd Council asking that they address the aforementioned points

### 10. TO RECEIVE THE MONTHLY FINANCIAL STATEMENT:

#### a) To Approve Payments therefrom.

The Clerk explained to council the new format which would be used in order to provide financial information to Walford Parish Council. The information provided on Monthly Financial Payment Schedule would include; income/expenditure to date, cheque/payee references numbers, associated spending power.

The Clerk advised council that it was her intention to also ensure that a reconciled Bank Statement accompanied the Monthly Payment Schedule, however as she was not employed as the RFO she currently did not have access to the councils bank statements etc and therefore the balance figures shown were unconfirmed. The Clerk added that the totals shown on November sheet did however agree with the

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cheque book stubs and that the income/expenditure shown to date agreed with the monthly sheets previously used and sanctioned by council.

**The Clerk asked that council consider sanctioning the following payments:**

### FINANCIAL STATEMENT NOVEMBER 2009

#### BANK BALANCES AT 31st March 2009

Alliance & Leicester Current A/C - 12867730	161.13
Alliance & Leicester Deposit A/C	19426.10
Lenghtsman A/C	<u>1006.55</u>
	<b>20593.78</b> <b>Unconfirmed</b>

### TRANSACTIONS

Payments APRIL	305.38
Payments MAY (includes £690.00 to Lenghtsman)	2027.74
Payments JUNE	410.38
Payments JULY	466.84
Payments AUG	342.95
Payments SEPTEMBER	941.19
Payments OCTOBER	435.84
Payments NOVEMBER	713.47
Payments DECEMBER	
Payments JANUARY	
Payments FEBRUARY	
Payments MARCH	<u>5643.79</u>

### RECEIPTS

Receipts APRIL	5201.65
Receipts MAY	1.88
Receipts JUNE (CPT)	822.92
Receipts JULY	285.91
Receipts AUGUST	1.79
Receipts SEPTEMBER	4051.79
Receipts OCTOBER	1.84
Receipts NOVEMBER	1.79
Receipts DECEMBER	
Receipts JANUARY VAT Repayments + interest	
Receipts FEBRUARY	
Receipts MARCH	<u>10369.57</u>

### BALANCE AFTER ABOVE TRANSACTIONS

**£25319.56**

### BALANCES AT BANK AT End November 2009

Current A/C 12867730	<b>AWAITING BANK STATEMENT VERIFICATION</b>
Deposit A/C	
Lenghtsman A/C	<b><u>£0.00</u> -25319.56</b>

### PAYMENTS FOR AUTH. Nov: FREQUENCY COMMITTEE AMOUNT CHQ NO.

Website Hosting	Every 2 years	60.00	900870
Administration	Monthly	358.30	900871/2
Administration	Adhoc	<u>95.17</u>	900873
		<b><u>TOTAL 713.47</u></b>	

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**PROPOSED:** Cllr E Drummond, **SECONDED:** Cllr M Thomas **that the aforementioned payments be duly authorised. 10 in FAVOUR, 1 ABSENTION**

Cllr M Thomas asked that a breakdown of any expense costs accompany future payment schedules, the Clerk explained that all receipts are to be attached to future invoices/requests for payment and are therefore open for inspection by any councillor prior to authorisation. Cllrs Myers and Heath felt additional information was unnecessary.

Cllr M Thomas asked why salaries were not shown as such on the expense sheet, the Clerk explained that such information was 'exempt' business, councillors should already be aware what the Clerk was being paid on a monthly basis and therefore the Clerk's salary should not be discussed in 'open' session.

The Clerk advised council that they urgently needed to consider the budget for 2010/11 as the Precept request would require forwarding to Herefordshire Council by early February at the latest

### **11. TO CONSIDER ADOPTING THE 'REVISED' STANDING ORDERS (Part 1) Appendix A1 as previously circulated with agenda for consideration**

The Clerk explained the format for Standing Orders/Financial Regulations and their importance in relationship to the running of the council. The DRAFT Standing Orders she had produced were using the NALC Template and the Standing Orders currently used by Walford Parish Council.

The Clerk explained that Standing Orders, as shown in the body of the text, could be amended by resolution of the council.

After careful consideration it was **PROPOSED:** Cllr Simeon Cole, **SECONDED:** Cllr E Drummond, **that Standing Orders Part 1 be formally adopted by Walford Parish Council. 9 in FAVOUR, 2 ABSENTIONS.**

**Standing Orders Part 1 were then formally signed as having been adopted by Council by: Chairman Cllr F Myers.**

### **12. TO CONSIDER ADOPTING THE 'REVISED' FINANCIAL REGULATIONS (PART 2). Appendix A2 as previously circulated with agenda for consideration.**

After careful consideration it was **PROPOSED:** Cllr G Symonds, **SECONDED:** Cllr L Freeman, **that Financial Regulations (Part 2) be formally adopted by Walford Parish Council. 9 in FAVOUR, 2 ABSENTIONS.**

**Financial Regulations (Part 2) were then formally signed as having been adopted by Council by: Chairman Cllr F Myers.**

### **13. TO CONSIDER ADOPTING A COUNCIL COMMITTEE STRUCTURE AND THE COMMITTEE REMIT DOCUMENT (App A3 as previously circulated with agenda)**

The Clerk suggested council may wish to consider appointing a committee structure which would have 'delegated' powers (**LGA 1972 S101**) as per the committee remit document circulated. She explained committee structures can aid council in addressing issues in a more effective and efficient manner. It was suggested that

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council may firstly wish to consider the appointment of a Finance & Scrutiny Committee and a Planning & Developmental Committee.

**After careful consideration the following decisions were taken:**

### **Finance Committee Membership:**

Cllr Simeon Cole  
Cllr Heather Evans  
Cllr Mark Thomas  
Cllr Eric Drummond

**The finance Committee would assume the ‘delegated’ powers as outlined in the remit document which was also formally adopted by council.**

**The Chairman will be ex-officio on any/all Committees and any Sub Committees/Working Parties which may be formed in the future but should not chair any one Committee. ALL IN FAVOUR. UNANIMOUS**

**PROPOSED:** Cllr E Drummond, **SECONDED:** Cllr Hr Evans **that the Finance Committee be formed as above but that a decision to give delegated powers to a Planning Committee be further considered at the Full Council meeting in January 2010. 10 in FAVOUR, 1 ABSENTION.**

### **14. TO CONSIDER CONVENING A MEETING OF THE FINANCE COMMITTEE IN ORDER TO DISCUSS THE BUDGET/PRECEPT REQUEST FOR 2010**

The Clerk suggested that all councillors may wish to attend this first initial finance committee meeting in order that they can fully understand how the Budget for 2010/11 was to be compiled by the Finance Committee, this being prior to full council then needing to consider the Precept recommendation for 2010/11 at the full council meeting in December.

**Finance Committee meeting to be arranged for 25th November - Venue to be confirmed.**

### **15. TO CONSIDER CORRESPONDENCE RECEIVED TO DATE:**

- ❖ Hereford Council – lights at School
- ❖ HCPGS – Project amount up to £2000 available
- ❖ Hereford Council - Speed Indicators Data
- ❖ Museum Leaflet

### **16. TO RECEIVE COMMITTEE DRAFT AND ANY OTHER REPORTS. (None)**

### **17. TO RECEIVE COUNCILLORS REPORTS ON LOCAL MATTERS.**

**Cllr Simeon Cole:** The lengthsman was producing a large amount of waste which needs disposal. **Action:** Clerk to contact Hfd Council to see if it would be possible to obtain a ‘pass’ into Biffa refuse site at no additional cost to council.

The waste bins outside Coughton bus stop needed to be replaced, as they had been subjected to fire. **Action:** Item to be added to January Agenda.

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**Cllr H Evans:** Outlying properties with no recycling provision. **Action:** Clerk to make representation to Hereford council re bins.

**Cllr P Heath:** Expressed concern over Fowbridge Gardens which currently had no Warden. Cllr Heath felt that Walford Parish Council should have been informed prior to any decision being taken as it was an important community issue. Cllr Heath requested that Cllr J Jarvis be contacted and advised that future community matters should receive interface with Hereford Council in advance. Action: Clerk to address

Also, what was happening in respect to the recent advertisement Re. Red Cross  
**Member advised Red Cross are to re-advertise for a local representative.**

**Cllr L Freeman:** War memorial is now back on track, there is already one quote and Cllr Freeman offered to gain a further two quotes in order that repair work could then be formally considered by council at a future meeting.

### 18. ITEMS FOR INCLUSION ON THE DECEMBER AGENDA.

- ❖ To Consider the Precept Recommendation to be forward to Hfd Council for 2010/11.

### ITEMS FOR INCLUSION ON THE JANUARY AGENDA.

- ❖ Parish Plan
- ❖ Dog Fouling Bins at Harbour Hill
- ❖ Bins at Coughton Corner Bus Stop

### 19. TO NOTE THE DATE OF THE NEXT FULL COUNCIL MEETING AND THAT OF ITS COMMITTEES.

Finance & Scrutiny Committee – 25th November , Venue to be confirmed  
Full Council - 2nd December, Venue to be confirmed.

**Meeting closed at 9.30pm**

Chairman

Date: