

DINEDOR PARISH COUNCIL

Minutes of a Meeting of the Parish Council held on 21st May 2019, at Dinedor Village Hall

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| Present: | Cllr. Duncan Green Cllr. Nick Austin Cllr. Tim Greenow Cllr. Julia Over Cllr. Suzanne Penny | Chair |
| In attendance: | Liz Kelso Cllr. David Summers 7 members of the public | Clerk/RFO Herefordshire Council |

035/2019 Election of Chairman

Cllr. Duncan Green was duly elected Chairman of the Parish Council to hold office for the forthcoming year. Cllr. Green signed a declaration of acceptance of office and took the Chair.

036/2019 Apologies, declarations of interest and requests for dispensation

There were no apologies, declarations of interest or requests for dispensation.

037/2019 Election of Vice Chairman

After due consideration, Cllr. Suzanne Penny was duly elected Vice Chairman of the Parish Council to hold office for the forthcoming year.

038/2019 Appointments

The following Parish Council representatives/appointments were approved for the forthcoming year:

- Footpaths Officer: Mr. Ian Stead & Cllr. Duncan Green
- Village Hall Representative: Mr. Chris Walters

It was agreed not to appoint a representative for HALC but to consider any requirements as they arise during the year.

039/2019 Minutes of the meeting held on 19th March 2019

It was agreed that the Minutes of the meeting held on 19th March 2019, which had been previously circulated, be signed by the Chairman as a true record of proceedings at that meeting.

It was agreed that a summary sheet of decisions would be appended to the Minutes of future meetings to assist with tracking the progress of decisions.

040/2019 Clerk's Report

The Clerk's report, as attached to these Minutes, was noted.

041/2019 Financial Matters

041.1 Payments

The following payments were authorised:

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| • E. Kelso Office expenses | £116.98 |
| • Phoenix Tree Services Work on trees on Dinedor Camp Ref 024.3/2019 | £450.00 |

041.3 Receipts

The following receipts were noted since the last meeting:

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| • Arquiva Ltd. Rental for transmission mast (FY2018/9) | £2,000.00 |
| • Dinedor Outdoor Centre Insurance premium for year to 6.6.2019 (FY2018-19) | £2,621.61 |
| • Herefordshire Council Precept 1 st instalment (FY2019/20) | £4,500.00 |

041.3 Account Balances

Members noted an account balance of £26,662.12.

041.4 Subscription

Members noted the renewal of the Data Protection Registration with the Information Commissioners Office at a cost of £40.00.

041.5 Financial Report – Year to 31.3.2019

Members noted the unaudited receipts and payments account for the year to 31st March 2019 and agreed to consider this in more depth once the internal audit has been completed.

041.6 External Audit

It was noted that this parish council has been selected for an interim review by external auditors PKF Littlejohn for the financial year just ended. The Clerk explained that external auditors are required to select 5% of local authorities eligible for an external audit to undertake a more in-depth interim review.

041.7 Annual Risk Review

Members noted the Annual Risk Review and agreed that an additional column be added to the document to reflect the reduction in risk as a result of the risk control mechanisms adopted. Subject to this amendment, the risks and control methods identified were considered appropriate for this parish council.

041.8 Annual Insurance Renewal

The Clerk presented the report on negotiations for the annual insurance renewal and members noted that brokers Came & Company provided three quotes for this year. In particular it was noted that insurers were asked to quote for a separate policy for the Outdoor Centre buildings but brokers found this to be difficult from the panel of insurers they approach. After due consideration it was agreed to place the insurances with Ecclesiastical, on the recommendation of Came and Company, for an annual premium, including the long term discount, Insurance Premium Tax and administration fee of £2579.46. The element attributable to the Outdoor Centre was confirmed at £2,382.59.

041.9 Bank Signatories

To was agreed that the following be authorised to sign cheques, instructions and orders for payment with the Parish Council bank:

- Cllr. Duncan Green
- Cllr. Nick Austin
- Cllr. Julia Over

042/2019

General Power of Competence

It was confirmed that following the recent election, the parish council meets the requirements for the exercise of General Power of Competence as:

- (a) more than two thirds of councillors have been elected, and
- (b) the Clerk has achieved the Certificate in Local Council Administration.

It was agreed that this Parish Council resolves to adopt General Power of Competence until the next full council elections.

043/2019

Policies and procedures

The following policies and procedures, having been previously circulated, were noted. It was agreed to defer confirmation of these documents until the next meeting.

044/2019

Dinedor Camp

044.1 Report from the Dinedor Camp Steering Group

Members noted a verbal report on progress on the Camp. In particular, members noted that work by the community volunteer team and the community payback team is progressing well. Discussions had taken place with residents on the extent of the clearance of trees along the ramparts to protect privacy.

The results of the Tesco Bags of Help scheme funding bid, which ran during March and April, were not yet known but even if the application is rated third out of three, some funding will be available for the purchase of tools for use by the volunteers.

044.2 Tree work

Members noted that work on the trees identified at the last meeting had now taken place but further work is now proposed in Camp Wood and surroundings. The existing tree surgeon has provided a quotes for the proposed work which members noted. After some discussion, it was agreed to defer a decision on the proposed work and to see alternative quotes as required by Financial Regulations.

045/2019

Planning Matters

045.1 Applications now due for observations

None

045.2 **Permitted development**

None since the last meeting.

045.3 **Planning Decisions**

Members noted the results of the appeal to the Planning Inspectorate for the application in connection with a proposed development at Sunset, Dinedor Cross. The appeal was dismissed.

046/2019 **Dinedor Village Hall**

046.1 To note change of terms of hire

Members noted the change of terms of hire as provided by the Village Hall Committee.

046.2 Correspondence re. Charitable Status

Members noted the introduction to this agenda item presented by the Treasurer of the Village Hall Committee, in attendance at the meeting. It was agreed to defer a decision on any comment or feedback pending further consideration.

046.3 Request for funding

The application for a grant towards proposed works at the Village Hall was noted. It was agreed to defer a decision on this item pending further clarification on the budget for grants this year.

047/2019 **Future meeting dates**

After some discussion, it was agreed to continue to hold meetings every other months on the third Tuesday of the month in the Village Hall. The Clerk will circulate a list of dates and put this on the notice board.

048/2019 **Extraordinary Meeting**

As the internal audit report had not been available in time for this meeting, it was agreed to convene an extraordinary meeting to consider the Annual Governance and Accountability Return and Annual Accounts for the year ended 31st March 2019. Subject to confirmation of the availability of the Village Hall, the suggested date was 11th June.

049/2019 **Next Ordinary Meeting**

The next Ordinary meeting will take place on Tuesday 16th July 2019 at 7.30pm in the Village Hall.

050/2019

Motion to adjourn the meeting

It was agreed to adjourn the Parish Council meeting in order to convene the Annual Parish Meeting.

The meeting was reconvened at 8.30pm on completion of the Annual Parish Meeting.

051/2019

Exclusion of the public

It was agreed to excluded members of the press and public in attendance from the following agenda item in accordance with the Local Government Act (Admission to Meetings) Act 1960 on the grounds that the discussion may include sensitive information.

It was noted that one member of the public remained in the room in an advisory capacity at the request of the Chairman.

052/2019

Dinedor Outdoor Centre

Members discussed a report from Cllr. Nick Austin and the Clerk on a meeting held with the Trustees of the Outdoor Centre. It was agreed that the Clerk write to the Trustees to confirm the insurance premium for the forthcoming year.

There being no further business, the Chairman declared the meeting closed.

Attachment 1

Dinedor Parish Council

Meeting held on Tuesday 21st May 2019

Agenda item 6: Clerk's Report

The following items are brought to members attention but not subject to a separate agenda item:

1. **Welsh Water Open Day**

There will be an open day at the treatment works at Rotherwas on Friday 31st May from 10.00 am until 2.00pm.

2. **Smartwater Project**

The Police and Crime Commissioner is launching a "We Don't Buy Crime" initiative which offers a grant to reduce the cost of providing Smartwater by 25% with free signage that can be designed to include some personalisation for larger signs. Further details are available on the PCC website or from the Clerk.

3. **River Wye and Lugg Natural Flood Management Project**

The Herefordshire Wye and Lugg Natural Flood Management (NFM) project is one of 26 catchment scale projects funded by the recent £15m DEFRA allocation for NFM projects in England . It is one of four catchment scale projects in the Environment Agency West Midlands area together with three community scale NFM projects.

The catchment area for this project includes The Red, Norton and Twyford Brook System above Rotherwas and Herefordshire Council are looking for community involvement and parish council support to deliver the project.

A project launch is planned shortly and the Parish Council are encouraged to become involved. The date of this (originally planned for early May) is yet to be announced.

4. **Accounts for the year ended 31st March 2019**

Draft accounts for the year ended 31st March 2019 have been completed and sent to HALC for the internal audit. A preliminary report has now been produced which arrived too late to be added to the agenda for this meeting but the report does contain some issues which the Clerk is dealing with and in one case does dispute. An extraordinary meeting will now be required to agree the Annual Governance and Accountability Return and to consider the final internal audit report.

For this year, the Parish Council has been selected for interim review which is a slightly more in depth audit. Each year the external auditors are required to randomly select 5% of councils which are required to submit their Annual Governance and Accountability Return for this review. The intermediate review requires submission of more supporting documents than are required for the usual external audit. There are no additional costs as a result of this selection for review but additional costs may be incurred if queries are identified by the auditors which require further investigation.