

EASTNOR & DONNINGTON PARISH COUNCIL

Parish Clerk: Mrs J Chester, Mapleside, Ashperton, Ledbury, Herefordshire, HR8 2RZ Tel: 01531 670036
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Minutes of the Annual meeting of the Parish Council held on Tuesday 14th May 2019

Present

Councillors C Stallard-Daniels (Chairman) (CSD), S Howells (SH), C Layton (CL), S Roberts (SR) and R Smith (RS).

In Attendance

Janet Chester – Parish Clerk

Members of the Public: 0

N.B. Before the meeting commenced all councillors signed their Declaration of Acceptance of Office Forms.

The Chairman Cllr Stallard-Daniels welcomed everyone to the meeting

1. To Elect the Chairman of the Parish Council and to Sign the Declaration of Acceptance of Office

Cllr Stallard- Daniels proposed by Cllr Roberts and seconded unanimously. There being no other proposals it was RESOLVED that Cllr Stallard-Daniels would be chairman. Cllr Stallard-Daniels accepted the position and signed the Declaration of Acceptance of Office.

2. To Elect the Vice-Chairman of the Parish Council and to Sign the Declaration of Acceptance of Office

Cllr Layton proposed by Cllr Smith and seconded unanimously. There being no other proposals it was RESOLVED that Cllr Layton would be vice-chairman. Cllr Layton accepted the position and signed the Declaration of Acceptance of Office.

3. To Accept any Apologies for Absence and Note the Reason

Apologies were RECEIVED and ACCEPTED from Ledbury South Ward Councillor Helen l'Anson who had a council meeting in Hereford at the same time.

4. To Record any Declarations of Interest and Consider any Requests for Dispensations

None. Councillors were reminded by the clerk to review their Register of Interests Form held by Herefordshire Council.

5. Councillor Vacancies – To Note Councillor Vacancies and Consider any Nominations for Co-option

Following the recent elections there remain three vacancies for Eastnor parish. It was AGREED to follow the normal co-option procedure and invite anyone interested to contact the clerk and to attend the July meeting.

6. To Consider Approval of Minutes of Parish Council meeting held 5th February 2019

The minutes were APPROVED as accurate and duly signed by the chairman.

7. To Receive a Brief Report from Ledbury South Ward Councillor Helen l'Anson

Ward Councillor l'Anson had forwarded her apologies and the following report.

I look forward to meeting the Parish Councillors and just sorry that I have a prior meeting in Hereford this evening. If it finishes early I will try to make the meeting. I am very pleased to have been elected to serve as a Herefordshire Councillor, especially as (despite canvassing suffering from a very unpleasant attack of shingles) I was a party gain in a very difficult election dominated by national politics. Because of this the demographics of Herefordshire Council

has greatly changed with a high intake of new councillors. Since May 3rd. I have been on a steep learning curve with mandatory training sessions each day eg. data protection, adult safeguarding, children's safeguarding, (I am now a corporate parent for 328 children) code of conduct, the list is long. The first full Council meeting is on the 24th May. I will be very proactive on your behalf and I look forward to the challenge ahead.

- 8. Public Participation Session for Local Residents to raise matters relevant to the Parish Council** (Please note: Decisions cannot be made on items not on the agenda) *This item to be limited at the discretion of the chairman*

No matters raised.

- 9. Planning: NB: no paper copies of applications are available to view at the meeting unless specified**
a) To Consider Planning Applications referred for comment: **(to be viewed online prior to the meeting)**

P191252/L Eastnor Home Farm Eastnor Ledbury Herefordshire HR8 1RD

Formation of opening within internal wall. Listed Building Consent

P C Comment: The Parish Council have no objections to this application.

- b) To Note Details of Decision Notices Received from Hereford Council: as per planning record

Noted.

- 10. To Review and Adopt the following Policies for Eastnor & Donnington Parish Council**

- a) Standing Orders – re-adopted
- b) Code of Conduct – it was AGREED to adopt the same Code of Conduct as Herefordshire Council presently hold
- c) Financial Regulations – re-adopted
- d) Donations/Grants Policy – re-adopted
- e) Assets Register – updated and adopted
- f) Risk Assessment Schedule – updated and adopted
- g) Risk Management Policy – re-adopted
- h) Freedom of Information Requests – re-adopted
- i) Complaints Policy – re-adopted
- j) Training & Development Policy – re-adopted
- k) Media Policy – re-adopted
- l) Social Media Policy – re-adopted
- m) Communications Policy – re-adopted
- n) Equal Opportunities Policy - re-adopted
- o) Bullying & Harassment Policy – re-adopted
- p) Health & Safety Policy – re-adopted
- q) Unacceptable Behaviour Policy – re-adopted
- r) Co-option Policy – new policy adopted
- s) Discipline & Grievance Policy – re-adopted
- t) Policy for Planning Applications received between meetings – re-adopted
- u) GDPR Data Protection Policy – re-adopted
- v) GDPR Privacy Policy – re-adopted
- w) GDPR Privacy Notices – re-adopted
- x) GDPR Data Subject Access Policy – re-adopted
- y) GDPR Consent Form – re-adopted

RESOLVED as above and hard copies were signed and dated by the chairman.

- 11. Appointments:**

- a) To Appoint HALC Eastern Area Representative

RESOLVED Cllr Howells appointed HALC Eastern Area representative

- b) To Appoint GDPR Data Protection Officer (DPO)

RESOLVED the clerk will continue to be the GDPR DPO

c) To Appoint Website Manager

RESOLVED the clerk will continue to manage the parish council website

12. Finance:

a) To Receive 2018/19 End of Year Accounts

The clerk gave her end of year finance report. All income and expenditure were within the budget figure.

b) To Consider Internal Auditors Report

It was **RESOLVED** to approve the Internal Auditors report.

c) To Approve the Annual Governance Statement for the External Auditor

It was **RESOLVED** to approve the Annual Governance Statement which was duly signed by the Chair and clerk.

d) To Approve the Annual Accounting Statements for the External Auditor

It was **RESOLVED** to approve the Annual Accounting Statements and they were duly signed by the Chair.

e) To Consider Completing the Certificate of Exemption for External Audit of End of Year Accounts

It was **RESOLVED**, that as the parish council did meet the requirements, to approve the signing of the Certificate of Exemption from External Audit. The Certificate was signed by the Chair and the Responsible Finance Officer.

f) To Review the Parish Council Insurance Policy and decide on any alterations required

It was **RESOLVED** that the insurance schedule was adequate for the coming year and it was **AGREED** to renew the policy.

g) To Note and Agree New National Salary Pay Scales for Council Clerk

New salary pay scales have been issued by NALC/HALC. It was **RESOLVED** to pay the clerk at new salary scale point 27, 4 hours per week backdated to April 2019.

h) To Note Finance Report and Bank Balances

The clerk reported that Lloyds Bank had finally accepted the new Bank Mandate. Scottish Widows need a new mandate to be completed before they can forward copies of statements. As the existing signatories on the mandate they hold are no longer councillors they ask for a copy of this minute to enable them to amend and update the signatories on the account. It was **AGREED** for the new signatories to be Cllrs Stallard-Daniels, Layton and Smith and for the clerk to be able to obtain information on the account at all times.

Bank Balances as at 29.4.2019 Lloyds 32762.08 Scottish Widows £3293.94

i) To Consider Payments of Outstanding Accounts

000534: Autela Group – Payroll Services Q4 - £47.00

000535: HALC – Annual Subscription - £375.58

000536: Zurich Munciple – Annual Insurance - £257.60

Direct Debit – Information Commissioner – Annual Data Protection Fee – £40.00

000537: J Chester – clerk salary and expenses £88.42 Feb/March/April/May – as agreed

All the above invoices were **APPROVED** for payment and the cheques signed.

13. Highways/Footpaths:

a) To Note Weekly Reports from Balfour Beatty Locality Steward – noted

b) To Note any new Highway and Footpath Defects

The clerk was asked to chase the required “Not Suitable for HGV’s” signs for the A417 Gloucester Road junction with the lane to Donnington, and also for the lane between the Worcester road and Eastnor road. The clerk was also advised that the drain on the corner by Home farm Eastnor is still blocked.

14. Information Section / Correspondence / Discussion:

a) To Discuss El Dorado Festival 4-6 July 2019

The Parish Council have concerns about the late night / early morning noise, parking in the village, rubbish/litter and burglaries which were all a problem in 2018. The parish council are not against the event in principle but disagree with the timings and licence allowing loud music until 4am. Consideration for local residents by the festival organisers would be appreciated. It was RESOLVED to request that the parish council be consulted on future events in a timely fashion and ask for the organisers to meet with parish councillors.

b) To Review Information and Outstanding Actions – reviewed and updated

15. Reports: To receive any reports from meetings attended

Cllr Stallard-Daniels and the clerk had both attended the Election training meetings.

16. Training: To note any forthcoming training dates

The latest HALC training diary is expected soon. The clerk will circulate it upon receipt.

17. To Raise Items for next scheduled Parish Council Meeting (no discussion)

- Grit Bins
- Smart Water
- To Confirm 2020 meeting dates

18. To Decide Dates and Time of Ordinary Meetings for the ensuing year

2019 - Tuesday 2nd July at Brooms Green, Tuesday 1st October at Eastnor

2020 - Tuesday 4th February at Brooms Green, Tuesday 7th April at Eastnor (Parish Meeting TBC), Tuesday 5th May at Eastnor

The chairman declared the meeting closed at 20.25pm

Signed.....
Chairman

Dated.....

INFORMATION SHEET

PARISH CLERK UPDATE

- Road defects reported to Locality Steward / Herefordshire Council via website
- Website updated
- Helen L’Anson - newly elected Ledbury South Ward Councillor invited to attend next meeting
- HALC Election Training meeting attended
- Defibrillator Maintenance Contract arranged and completed 15th March
- Defibrillator Heartstart training evening arranged Feb 4th
- Missing “Unsuitable for HGV’s” sign for Donnington reported **CAS711392 Y5J1V2 11065630**
- Various Election Notices displayed at required times
- Insurance Policy checked and renewed
- Policies reviewed and updated
- End of Year Accounts prepared

GENERAL CORRESPONDENCE RECEIVED

- Balfour Beatty – Weekly Locality briefings *

- Balfour Beatty – road closure notices *
- Balfour Beatty – Grit Bin Filling and remapping *
- Herefordshire Council – Cabinet Update March *
- Herefordshire Council – Notice of Elections 2019 *
- Herefordshire Council – Statements of Persons Nominated *
- Herefordshire Council – Notice of Uncontested Parish Council Election *
- Herefordshire Council – Notice of Ward Councillor Election *
- Herefordshire Council 0 Notice of European Elections *
- HALC – Information Corner *

* Circulated to Cllrs.

OUTSTANDING ACTIONS - These are the consolidated actions outstanding after the last meeting:-

DATE	ACTION	STATUS	AGENDA ITEM	DETAIL
May 2018	RS / Clerk	Ongoing	10	New salt bin required in Donnington
May 2018	Clerk	Reported	10	Leaky Drain still problem at Eastnor CAS720986D9R8M8
July 2018	Clerk	Reported	11b	Report that a new depth gauge required for Clenchers Mill Ford CAS-700143-L5R8T8 11061798
Oct 2018	Clerk	Complete	8b	Donation to CCTV at Eastnor Cricket Pavillion
Oct 2018	Clerk	Complete	8c	Arrange defib maintenance contract

PLANNING RECORD – (last six months)

[173431 – Land off Ridgeway, Eastnor, Herefordshire, HR8 1RA](#) 15th Sept 2017

Proposed new visitor café and parking area

Herefordshire Council Determination Made – GRANTED 30.11.18

[183804 – Portcullis Lodge, Eastnor Castle, Ledbury, Herefordshire, HR8 1RL](#)

Installation of permanent structural strengthening works within undercroft below roadway.

Herefordshire Council Determination Made – GRANTED 7.12.18

[P190168/K Eastnor Castle Eastnor Ledbury Herefordshire HR8 1RL](#)

Proposed works to various trees - see schedule of proposed works.

Works to Trees in a Conservation Area

Herefordshire Council Determination Made (Trees in Cons Area Works Can Proceed) Friday 8 February 2019

[P190120/L Eastnor Castle Eastnor Ledbury Herefordshire HR8 1RL](#)

Reinstatement of a Gothic gate Overthrow and Coat of Arms on Portcullis lodge.

Listed Building Consent Herefordshire Council Determination Made - GRANTED 28.2.19

[P190228/L The Old Rectory Upper Road Eastnor Ledbury Herefordshire HR8 1RB](#)

Proposed new window design only for conversion and refurbishment of stable, tack and carriage room. Permission for conversion was granted in 2015 and work has already begun, application no. P143530/L. (For DOC 3 see 191299) Listed Building Consent

Herefordshire Council Determination Made (Approved with Conditions) – GRANTED 8.3.19

[P191299/XA2 The Old Rectory Upper Road Eastnor Ledbury Herefordshire HR8 1RB](#)

Application for approval of details reserved by condition 3 of Listed Building Consent 190228

PP - Approval of details reserved by condition Determination Made (Approved with Conditions)

[P190282/FH The Old Rectory Upper Road Eastnor Ledbury Herefordshire HR8 1RB](#)

Change of use of two areas of land to domestic curtilage. Proposed shed and greenhouse. Proposed wildlife pond.

Full Householder Herefordshire Council Determination Made (Approved with Conditions) GRANTED 28.3.19