

EASTNOR & DONNINGTON PARISH COUNCIL

Parish Clerk: Mrs J Chester, Mapleside, Ashperton, Ledbury, Herefordshire, HR8 2RZ Tel: 01531 670036
email: eastnordonningtonpc@hotmail.co.uk website:- <https://eastnordonningtonparishcouncil.co.uk>

Minutes of the Annual Meeting of the Parish Council held on Tuesday 18th May 2021

Present

Councillors C Stallard-Daniels (Chairman) S Howells, C Layton, S Roberts and R Smith

In Attendance,

Helen l'Anson – Ledbury South Ward Councillor
Janet Chester – Parish Clerk

Members of the Public: 0

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

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

None

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

None.

5. Councillor Vacancies – To Note Three Councillor Vacancies For Eastnor Parish and Consider any Nominations – Vacancies noted, no nominations received.

6. To Consider Approval of Minutes of Parish Council meeting held 30th March 2021

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

7. Ledbury South Ward Councillor Report

Ward Cllr L'Anson advised that this was the first meeting she had attended in person for a year, all other meetings had been held via zoom due to Covid-19. She advised that after the Justice Report and Judgement on Herefordshire Council Children Social Care Service many officers had left and new one brought in to oversee the changed needed to be implemented. Herefordshire Councils new Chief Executive Officer Paul Walker took up position on 4th May. Herefordshire Councils AGM has been postponed and will now be held at the Three Counties Hotel on Friday 28th May.

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)**

P211387/K - Works to Trees in a Conservation Area Lime Avenue Eastnor Ledbury Herefordshire HR8 1RA. T1 reduce down to fork at 11m height. T2 reduce down to 15m (= to fork on southern stem). T3 & T4 reduce by 6m off height and shape in road sides. All other limes: reduce height by about 10m, and if possible shape in upper branches to restore conical top. Ensure the top of the avenue appears level from a distance (apart from T1 & T2 at eastern end). All trees: remove dead > 50mm diameter.

Parish Council Comment: No Objections

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 – reviewed and adopted
- b) Code of Conduct – new Code of Conduct approved and adopted
- c) Financial Regulations – reviewed and adopted
- d) Donations/Grants Policy – reviewed and adopted
- e) Assets Register – updated and adopted
- f) Risk Assessment Schedule – updated and adopted
- g) Risk Management Policy – reviewed and adopted
- h) Scheme of Delegation to Parish Clerk – new policy adopted
- i) Co-option Policy – reviewed and adopted
- j) Complaints Policy – reviewed and adopted
- k) Training & Development Policy – reviewed and adopted
- l) Media Policy – reviewed and adopted
- m) Social Media Policy – reviewed and adopted
- n) Communications Policy – reviewed and adopted
- o) Equal Opportunities Policy – reviewed and adopted
- p) Bullying & Harassment Policy – reviewed and adopted
- q) Health & Safety Policy – reviewed and adopted
- r) Unacceptable Behaviour Policy – reviewed and adopted
- s) Freedom of Information Requests – reviewed and adopted
- t) Discipline & Grievance Policy – reviewed and adopted
- u) Policy for Planning Applications received between meetings – reviewed and adopted
- v) GDPR Data Protection Policy – reviewed and adopted
- w) GDPR Privacy Policy – reviewed and adopted
- x) GDPR Privacy Notices – reviewed and adopted
- y) GDPR Data Subject Access Policy – reviewed and adopted
- z) GDPR Consent Form – reviewed and adopted

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

11. Appointments

- a) To Appoint HALC Eastern Area Representative – clerk RESOLVED
- b) To Appoint GDPR Data Protection Officer (DPO) – clerk RESOLVED
- c) To Appoint Website Manager – clerk RESOLVED

12. Finance:

- a) To Receive 2020/21 End of Year Accounts (all figures provisional and subject to audit)

Opening balance – £1072.87
Income – £5250.00
Expenditure – £4892.82
Closing Balance – £1568.55
Unpresented cheques - £138.50

All income and expenditure was within the budget figures and reserves are healthy.

- b) To Consider Internal Auditors Report - deferred
c) To Approve the Annual Governance Statement for the External Auditor - deferred
d) To Approve the Annual Accounting Statements for the External Auditor - deferred
e) To Consider Completing the Certificate of Exemption for External Audit of End of Year Accounts - deferred
f) To Review the Parish Council Insurance Policy and decide on any alterations required
RESOLVED – current cover adequate. Clerk to check that the laptop is covered
g) To Note Finance Report and Bank Balances
Bank Balance as at 28.4.2021 £3990.05
h) To Consider Payments of Outstanding Accounts
000571: J Chester – clerk salary and expenses April/May – as agreed

The above invoice was APPROVED for payment and the cheque signed.

13. Highways/Footpaths:

- a) To Note any new Highway and Footpath Defects

The depth gauge at Clenchers Mill has still not been reinstated. Balfour Beatty advise it is not their responsibility. The clerk has contacted Bromsberrow Parish Council whose clerk has contacted Gloucestershire County Council.

RESOLUTION / ACTION:

The clerk has received a reply from the clerk at Bromsberrow PC who advises that Gloucestershire County Council have responded saying that they are not aware a depth gauge has ever been in position there. The clerk asked if anyone has historic pictures they could forward as proof.

- b) To Discuss Bridleway from Whiteleaved Oak towards Eastnor

The above was discussed and it is understood that it is an old bridleway that is being proposed for inclusion in the new Definitive Map Order.

RESOLUTION: The clerk is to check with Herefordshire Council if this is correct.

14. Information Section / Correspondence / Discussion:

- a) To Review Information and Outstanding Actions – reviewed and updated
b) To Discuss the Maintenance and Servicing of Defibrillator at Eastnor Cricket Club

The company assigned to servicing the defibrillator, recommended by the BHF is based in the Netherlands and due to Covid will not send engineers over to service the defibrillator. They will service it if we post it to them and then send it back but are not prepared to provide a temporary replacement. The clerk has checked that the defibrillator batteries and pads etc are still in date.

RESOLUTION: The clerk is to check liability risks with the British Heart Foundation if the cricket club and/or parish council took over the maintenance and servicing of the defibrillator.

15. Reports: To receive any reports from meetings attended

None.

16. Training: To note any forthcoming training dates

The latest HALC training diary is due to be circulated and the clerk will forward it once received.

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

Extra-ordinary meeting to be held 15th June to agree the Annual Return of the Parish Council Accounts

18. To Confirm Dates and Times of Scheduled Meetings for the ensuing year

Tuesday 13th July 2021 at Brooms Green Village Hall at 7.30pm

Tuesday 12th October 2021 at Eastnor Cricket Club Pavillion at 7.30pm

The chairman declared the meeting closed at 20.18pm

Signed.....
Chairman

Dated.....

INFORMATION SHEET

MEETING DATES

2021 – Tuesday 13th July, Tuesday 12th October (venue or online platform TBC)

PARISH CLERK UPDATE

- Road defects reported to Locality Steward / Herefordshire Council via website
- Website updated
- Bromsberrow Parish Council liaised with regarding depth gauge for Clenchers Mill Ford

GENERAL CORRESPONDENCE RECEIVED

- Balfour Beatty – Weekly Locality briefings *
- Balfour Beatty – road closure notices *
- Balfour Beatty – Parish Briefing Notes *
- HALC – Information Corner & Training Schedule *
- Herefordshire Council – Covid-19 Correspondence *

* Circulated to Cllrs.

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

DATE	ACTION	STATUS	AGENDA ITEM	DETAIL
Feb 2020	Clerk	Reported	10b	New depth gauge required in Clenchers Mill Ford CAS763777Z4Q7N2 11087719

PLANNING RECORD – (last six months)

[201608 – Castle Lodge, Eastnor, Ledbury, HR8 1RL](#)

Internal alterations and refurbishment. Proposed removal of the existing internal wall between the separate Lounge and Dining Room, along with the redundant corner chimney breast within the Lounge, to create a single large “living” room

WITHDRAWN 23RD JULY 2020

[P201401/PA7 – Nurdens Farm Donnington Ledbury Herefordshire HR8 2HY,](#)

Application for prior approval for and agricultural building.
HEREFORDSHIRE COUNCIL DECISION: PRIOR APPROVAL NOT REQUIRED 13TH MAY 2020

P203314/L – Eastnor Castle Eastnor Ledbury Herefordshire HR8 1RL.

Repairs, strengthening and restoration of decorative footbridge.
WITHDRAWN 12TH NOVEMBER 2020

P203594L Eastnor, Ledbury South, Eastnor Castle Eastnor Ledbury Herefordshire HR8 1RL

Proposed repairs and restoration of decorative ceilings within library and dining room.
WITHDRAWN 26TH NOVEMBER 2020

P210423/PA6 - (Part 3) Class R - Prior Approval Former Mess Room off Ridgeway Eastnor Ledbury Herefordshire HR8 1RA,

Application to determine if prior approval is required for a proposed change of use of former "Mess Room" to kiosk to serve
takeaway cafe
food and drinks to the public.

HEREFORDSHIRE COUNCIL DECISION: Prior Approval not required 1ST APRIL 2021

**P211371/PA7 - All others - Prior Approval Land approximately 150M north of Howlers Barn Cottage between Locust Coppice
Wood and
High Wood Eastnor Herefordshire HR8 1RF.**

Prior notification for a proposed road.

HEREFORDSHIRE COUNCIL DECISION: Prior Approval not required 28th APRIL 2021

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shape
in road sides. All other limes: reduce height by about 10m, and if possible shape in upper branches to restore conical top. Ensure the
top of

the avenue appears level from a distance (apart from T1 & T2 at eastern end). All trees: remove dead > 50mm diameter.

HEREFORDSHIRE COUNCIL DECISION: