

**Minutes of the meeting of Madley Parish Council held on Tuesday 6<sup>th</sup> January 2015 in Madley Parish Hall at 7.15pm**

Cllr P Hince (Chair), Cllr I Clelland, Cllr M Edwards, Cllr H Wooles, Cllr E Burman, Cllr H Griffiths, Cllr R Beard, Cllr P Cobb and Cllr P Corcoran.

**In attendance:** Cllr D Taylor (Ward Member) PC Powell, T Griffiths (Lengthsman) and Mrs C Boyles (Clerk). There were four members of the public present.

Prior to the meeting starting a letter from former parish councillor Tim Edwards was read out and a wooden gavel presented to the parish council on his behalf. The clerk would write a letter of thanks to Mr Edwards.

**Action**

**1 To accept Apologies for Absence**

None.

**2 To receive Declarations of Interest & Dispensation Applications**

None.

**3 To consider Minutes of the Previous Meeting**

The Minutes of the Meeting held on 2<sup>nd</sup> December 2014, copies of which had been previously circulated to Members, were confirmed as a true record and signed by the Chairman.

**4 Open Forum**

4.1 The Local Policing Team discussed incidents of the litter bin at the Archenfield bus stop being hit by a vehicle on more than one occasion. It appears this may be an issue with reversing buses and it was requested the clerk write to the bus company about this issue in order to pursue a solution.

**Clerk**

4.2 Cllr Taylor invited members to attend a meeting regarding Neighbourhood Planning at Eaton Bishop hall on Tuesday 13<sup>th</sup> January at 7pm. Cllrs Hince, Clelland and Burman would attend. An MBE had been awarded to Mrs Meredith of Castle Farm and it was requested the clerk send a letter of congratulations. Cllr Taylor confirmed he supported the Herefordshire Council proposals for the Southern link road. Cllr Taylor had received a letter from Bernard Eacock Ltd regarding housing development proposals in the parish and it was requested the clerk invite Mr Eacock to speak at the February parish council meeting.

**Clerk**

4.3 Issues raised during the public forum were confirmed as having already been dealt with by the parish council and therefore would not be revisited. An update on the youth club was given – the recent bingo had raised £180.00, which would be used to purchase a stereo with docking station and basketball equipment.

**5 Clerk Update and to note Correspondence List**

The correspondence list and clerk update were noted. The clerk would request the locality steward inspect the poor condition of the road and kerbs at Rosemary Lane.

**Clerk**

**6 To consider Lengthsman worksheets, action required and proposed new Lengthsman Scheme Information**

Mr Griffiths discussed work that had been undertaken recently and now had the capacity to carry out road sweeping within maintenance days, which was proving a good preventative measure for keeping drains clear for longer. He also confirmed he now holds

<p>the relevant streetworks card, should the parish council wish to join the new enhanced lengthsman scheme. Remaining budget left within the scheme for the financial year was discussed. Some information about the new lengthsman scheme had been provided, but not yet enough detail to decide whether to join the scheme.</p> <p><b>Resolved</b> for the clerk to liaise with the lengthsman, under delegated powers, to plan work within the remaining budget for this financial year. Subject to remaining budget, it was agreed for road sweeping to be included in any remaining maintenance days.</p>	<p><b>Clerk</b></p>
<p>7 <b>To consider requesting the Full Register of Electors for 2014/15</b>  <b>Resolved</b> that the Full Register of Electors for 2014/15 be requested.</p>	<p><b>Clerk</b></p>
<p>8 <b>To consider comments on the Police and Crime Commissioner’s Precept Consultation 2015/16</b>  <b>Resolved</b> that no comments be submitted.</p>	
<p>9 <b>To consider adoption of Communications Policy</b>  The draft communications policy had been circulated to members.  <b>Resolved</b> to adopt the communications policy, attached as Appendix 1 and delegation to the clerk to take action required between meetings as necessary within the policy, in liaison with the chairman was agreed.</p>	<p><b>Clerk</b></p>
<p>10 <b>Update on the Youth Club and consider funding and responsibility ongoing</b>  A list of items was given to the clerk to order, as agreed at the last meeting. Costs were discussed and Cllr Corcoran requested this be considered further at the next meeting, so that he could provide full annual costs for the youth club.</p>	<p><b>Clerk/PC</b></p>
<p>11 <b>Recreation Field</b>  11.1 The monthly recreation field checklist was not received, but the weekly report was discussed. Most issues related to the power line work being carried out, which was still underway. Some form of sign to advise where keys to the drop down bollards could be obtained was discussed. The adventure trail remained broken. The Duchy of Cornwall had confirmed they would be inspecting the trees.  <b>Resolved</b> for the clerk to obtain prices for a sign for the bollards.  <b>Resolved</b> to get the adventure trail fixed before the next meeting, provided the cost is within the limit set in the Financial Regulations.</p>	<p><b>Clerk EB/PC</b></p>
<p>11.2 Grass cutting quotations had been received. Countrywide Grounds Maintenance had quoted £704.00 exc. VAT for fortnightly visits between April and October, to include grass cutting and strimming. Daniel Squire Garden Services had quoted £3300.00 exc. VAT on the same basis, but also to spray weed killer around wooden posts and play equipment. Brampton Road Golf Course had quoted £60.00 inc. VAT per cut, but no strimming would be included.</p>	
<p><b>Resolved</b> to accept the quote from Countrywide Grounds Maintenance for 2015/16.</p>	<p><b>Clerk</b></p>
<p>11.3 The draft keyholder agreement for the removeable bollards had been circulated to members.</p>	
<p><b>Resolved</b> to adopt the keyholder agreement, attached as Appendix 2.</p>	
<p><b>Resolved</b> that Cllr Wooles hold a set of keys and a set be given to the grass cutting contractors.</p>	<p><b>Clerk</b></p>
<p>11.4 The Proludic equipment was due to be installed during January and the goal posts had now been delivered for installation. The grant for the bollards had £79.40 remaining.</p>	
<p><b>Resolved</b> that the clerk would ask if the remainder from the grant for the bollards could be used towards signage.</p>	<p><b>Clerk</b></p>

## 12 Finance Report

12.1 The bank reconciliation and updated budget sheets were verified and approved.

12.2 **Resolved** that the 2014-2016 National Joint Council salary award agreement recommendation be accepted.

Clerk

12.3 The use of online storage for parish council documents/records was discussed. There were low cost options and it would add security for parish council records by having a copy available via 'cloud storage'.

**Resolved** that this was agreed in principle and for the clerk to look into the best option.

Clerk

12.4 The budgets and precept for 2015/16 were discussed.

**Resolved** that the precept be set at £17,500 for 2015/16. Cllr Beard abstained from voting.

Clerk

**Resolved** for the budget/precept to be published on the website, in the Hereford Times and in Tracking the News.

Clerk

12.5 **Resolved** for approval:

PAYE £40.80, NI £0.00 Employee, £0.00 Employer

Mrs C Boyles (Reimburse expenses) £41.70

Information Commissioner (Data protection registration renewal) £35.00

Mark Harrod Ltd (Goal posts) £654.00

12.6 **Resolved** for approval from the Lengthsman Scheme:

Terry Griffiths (December 2014) £420.00

Madley Parish Council (Lengthsman administrator fee December 2014) £42.75

## 13 Matters for the Next Agenda (no discussion)

None.

**The meeting closed at 9.10pm**

**Next Meeting Tuesday 3<sup>rd</sup> February 2015**

## APPENDIX 1

### MADLEY PARISH COUNCIL

#### Communications Policy

Madley Parish Council will:

1. Comply with all current legislation relating to open communication.
2. Advertise all parish council meetings on noticeboards and parish council website.
3. Welcome members of the public to all parish council meetings.
4. Provide agendas for members of the public attending parish council meetings.
5. Encourage public participation during a regular Parish Council agenda item.
6. Display adopted Parish Council minutes on the Parish Council website.
7. Provide regular items for 'Tracking the News'.
8. Display a Publication Scheme on the Parish Council Website.
9. Appoint the Chairman and/or Clerk to provide media statements/interviews.
10. Seek and act on advice re receipt of vexatious written/verbal communications.
11. Explore social media opportunities such as Facebook and Twitter.

## Key Holder Agreement

**To obtain a key to the removable bollards at Madley Recreation Field, authorisation must be given by Madley Parish Council and clubs/individuals must sign the key holder agreement and return this to the Clerk to the Parish Council**

### Agreement Terms

- The key issued remains the property of Madley Parish Council
- The key is to be used for my/the club's exclusive use and will not be duplicated, loaned or transferred
- If the key becomes lost I/we will report its loss immediately to the Clerk to the Parish Council. I/we accept that the Parish Council may charge for lost keys
- At the end of this agreement I/we will return the key to Madley Parish Council
- Access through the removable bollards will be restricted to contractors approved by the Parish Council or for delivery of equipment/services to the field
- Approved vehicles accessing the field are to be returned to the car park once delivery/activity has been completed
- I/we confirm that approved vehicles/drivers of vehicles accessing the field have valid/adequate insurance cover in force
- No more than two vehicles are to enter the field at any one time
- Apart from entry/exit periods, the barrier is to be kept closed and locked.
- I/we understand that failure to comply with any of these terms may result in the Parish Council withdrawing the rights for me/us to be a key holder.

Name of Club/Individual:

Name(s) of designated key holder(s):

Signature(s)

Date

Signed on behalf of the parish council:

Parish Clerk