

**Minutes of the Annual Meeting of Madley Parish Council held on Tuesday 3<sup>rd</sup> May 2016 in Madley Parish Hall at 7.15pm**

Cllr P Hince (Chairman), Cllr I Clelland, Cllr R Beard, Cllr E Burman, Cllr F Griffiths, Cllr P Corcoran and Cllr N Hoskins.

**In attendance:** Ward Councillor S Williams (from item 7), Matt Aspinall – Parish Paths Officer, Mr N Pollock and Mrs C Ibbs – Duchy of Cornwall’s office and Mrs C Boyles - Clerk. There were eight members of the public present.

- 1 **Election of Chairman**  
Cllr Clelland was proposed and seconded as chairman and this was agreed unanimously. Cllr Clelland signed a declaration of acceptance of office and took over chairing of the meeting.
- 2 **Election of Vice-Chairman**  
Cllr Hince was proposed and seconded as vice-chairman and this was agreed unanimously.
- 3 **To accept Apologies for Absence**  
The local policing team. Angela Willcock had resigned and the clerk had informed the elections department of the vacancy and the relevant documentation was awaited.
- 4 **To receive Declarations of Interest & Dispensation Applications** – to include review of members interests  
None.  
Members present were given a copy of their registered interests to check if any amendments were required.
- 5 **To consider Minutes of the Previous Meeting**  
The Minutes of the Meeting held on 5<sup>th</sup> April 2016, copies of which had been previously circulated to Members, were confirmed as a true record and signed by the Chairman.
- 6 **Presentation from Nick Pollock & Charlotte Ibbs from the Duchy of Cornwall on plans to replace the shoot hut on land at Shenmore**  
Mr Pollock gave a presentation on the proposals and invited questions. He confirmed the proposals would not be for residential development. A member of the public stated that the site was not in Madley parish, but in Tyberton parish. **Post meeting note:** It is confirmed that the site is entirely within Madley parish.
- 7 **Open Forum**
  - 7.1 No report had been received from the Local Policing Team.
  - 7.2 A report was received from the parish path officer. A stile requiring attention had already been reported to Balfour Beatty and the clerk would obtain a quote for a map with footpath numbers on for the notice board by the cross. Copies of a proposed statement to publish clarifying the new parish path officer details had been provided to members and was agreed.
  - 7.3 Communication with/feedback from Balfour Beatty was raised as an issue to Cllr Williams and he was asked to assist.
  - 7.4 Matters raised during the open forum: Car boot sale traffic had caused an issue on the previous Sunday, with a significant queue of traffic at a standstill and concern was expressed if emergency vehicles required access etc. It was requested the clerk ask the police to monitor the situation and try and get the vehicles off the road as soon as possible.

**Action**

**Clerk**

**Clerk**

<p>8 <b>Clerk Update and to note Correspondence</b> The correspondence and clerk update were noted. Proludic had agreed that a further area of grass matting was required for the cableway and were arranging for this to be done.</p>	
<p>9 <b>Planning applications (to be determined by Herefordshire Council)</b> 9.1 Planning application 160869, Moor Cottage, Canon Bridge, Madley – Proposed conversion of former dwelling to garage and carport was considered. <b>Resolved</b> that there were no objections to this application. 9.2 Planning application 161006, Sennen Croft, Woodyatts Lane, Madley – Proposed extensions and alterations to house and garage was considered. <b>Resolved</b> that there were no objections to this application.</p>	<p>Clerk Clerk</p>
<p>10 <b>Lengthsman Scheme</b> 10.1 The contract from Herefordshire Council for the lengthsman scheme for 2016/17 had been circulated and was considered. <b>Resolved</b> that the contract be signed. 10.2 The lengthsman appointment for 2016/17 was considered. <b>Resolved</b> that Terry Griffiths be appointed for 2016/17 due to the level of experience and the standard of work undertaken, including progress on long standing drainage issues. <b>Resolved</b> for the clerk to arrange the contract between the parish council and Terry Griffiths. 10.3 The lengthsman had provided a report, which had been circulated. An additional worksheet and invoice was received. The whole of the lengthsman budget for 2015/16 had been spent. The lengthsman had confirmed that he would be addressing outstanding tasks in the Archenfield area and verge/gutter clearing on the C and U roads at areas within the 30mph limit in Madley village and other areas of these roads which have piped drainage systems present. <b>Resolved</b> that invoice no. TGC1636 for £2,220.00 (£1,850.00 exc. VAT) be paid. <b>Resolved</b> that the lengthsman carry out the proposed work at Handleys Cross.</p>	<p>Clerk Clerk Clerk Clerk Clerk Clerk</p>
<p>11 <b>To receive report from the Neighbourhood Development Plan Working Group</b> 11.1 The report was received and noted. <b>Resolved</b> that the proposed terms of reference for the working group and joint co-ordinators Cllr Roger Beard and Cllr Ian Clelland were approved. The next meeting would be held on Tuesday 24<sup>th</sup> May, due to the availability of Sam Banks from Herefordshire Council to attend. It was requested that representatives from Eaton Bishop Neighbourhood Plan group be invited to speak to the working group at 6.30pm, with Sam Banks attending from 7.00pm. Venue would be the school hall, if available. It would be publicised via the notice board, website, Hereford Times and the school newsletter. 11.2 <b>Resolved</b> that an application for grant funding would be considered at the June parish council meeting. 11.3 Appointment of planning consultants to assist with the plan was considered. A fee proposal had been received and circulated from Kirkwells. The working group had proposed that Kirkwells be appointed subject to satisfactory references from other local councils who had used them and these had been received. The fee proposal itemised the services included. It was emphasised that there would be other costs associated with the Neighbourhood Plan, such as costs for a 'call for sites' exercise (if required), printing, postage, maps, venue hire etc. and these would need to be given due consideration.</p>	<p>Clerk Clerk</p>



16.9 **Resolved** that the mobile phone contract and direct debit for payment was approved.

16.10 **Resolved** for approval:

Clerk's salary for April 2016 as per contract of employment

PAYE £82.60, NI £0.00 Employee, £0.00 Employer

Mrs C Boyles (Reimburse stationery/office/postage/travel expenses) £65.73

Diane Malley (Payroll admin for 2016/17) £68.00

Terry Griffiths Contracts (Lengthsman scheme, invoice TGC1602) £570.00 (£475.00 exc. VAT)

Countrywide Grounds Maintenance (April grass cutting payment) £70.39 (£58.66 exc. VAT)

EE (First month mobile phone bill) £21.72 (£18.10 exc. VAT) Direct Debit

**A resolution was passed to exclude the public and press from discussions on the following item due to its confidential nature**

17 **Employment Matter**

17.1 **Resolved** to explore all possible options in order to safeguard the employee of the parish council.

18 **Matters for the Next Agenda (no discussion)**

None.

**The meeting closed at 8.50pm**

**Next Meeting Tuesday 7<sup>th</sup> June 2016.**

**Appendix 1**

**Review of Madley Parish Council Working Groups, Membership and Terms of Reference**

All Working Groups, Membership and Terms of Reference shall be reviewed annually.

**Footpath Working Group**

**Membership:** Cllr Hince, Cllr Clelland and Cllr Burman.

**Terms of Reference:**

1. To investigate any footpath issues that arise, in liaison with the parish paths officer, other than issues that can be passed directly to Balfour Beatty.
2. Written reports from the Footpath Working Group shall be provided to meetings of the full parish council. The working group cannot make any decisions on behalf of the parish council, but can explore options and present these to the parish council for a decision.

**Meetings to be held when necessary.**

**Recreation Field Working Group**

**Membership:** Cllr Corcoran and Mrs P Reddy. **More members needed.** Children from Madley School to work in partnership with the working group.

**Terms of Reference:**

1. To investigate and advise the parish council on possible funding streams for the improvement of the recreation ground as a whole.
2. To identify methods of encouraging all ages and abilities to undertake sport and recreational activities.
3. To review the provision and maintenance of equipment and facilities.
4. To give consideration to any matters arising relating to the recreation field as a community facility.
5. Written reports from the Recreation Field Working Group shall be provided to meetings of the full parish council. The working group cannot make any decisions on behalf of the parish council, but can explore options and present these to the parish council for a decision.

**Meetings to be held when necessary.**

### **Finance Working Group**

**Membership:** Cllr Hince, Cllr Beard, Cllr Griffiths.

**Terms of Reference:**

1. To review internal audit reports.
2. To monitor budgets and to produce budget and precept proposals.
3. To review insurance cover and the asset register.
4. To review the Financial Regulations of the parish council.
5. To draft and review risk assessments.
6. To monitor VAT and HMRC returns.
7. To annually review banking arrangements, regular payments/Direct Debits and salaries.
8. To review internal audit and internal control procedures.
9. Written reports from the Finance Working Group shall be provided to meetings of the full parish council. The working group cannot make any decisions on behalf of the parish council, but can explore options and present these to the parish council for a decision.

**Meetings to be held quarterly.**

### **Neighbourhood Plan Working Group**

**Membership:** Cllr Clelland, Cllr Beard (Co-ordinators), Cllr Burman, Cllr Hoskins, Cllr Cobb, Cllr Hince, Ward Cllr Williams and members of the public.

**Terms of Reference:**

1. To develop the Madley Neighbourhood Development Plan.
2. To identify funding available to assist with the process.
3. That suggested procedure and draft content of the plan is submitted to the parish council for approval before progression to the next stage.
4. Reports from the Neighbourhood Development Plan Working Group shall be provided to meetings of the full parish council. The working group cannot make any decisions on behalf of the parish council, but can explore options and present these to the parish council for a decision.

**Meeting frequency to be held as the process dictates.**