

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

In attendance: Mrs C Boyles (Clerk). There were four members of the public present.

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| 1 To accept Apologies for Absence
Local Policing Team, Cllr A Willcock and Ward Cllr S Williams. | |
| 2 To receive Declarations of Interest & Dispensation Applications
None. | |
| 3 To consider Minutes of the Previous Meeting
The Minutes of the Meeting held on 19 th May 2015, 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 There was no report from the Local Policing Team.
4.2 There was no report from the Ward Councillor.
4.3 Matters raised during the public forum: Madley Youth Club had decided not to hold a community fun day this year, but would consider it next year. | |
| 5 Clerk Update and to note Correspondence List
The correspondence list and clerk update were noted. Members were reminded about the final councillor briefing session on 9 th July. Details of the Herefordshire Council budget consultation meeting were given. The lengthsman would be working in the parish on 9 th July, so any specific issues to be passed to the clerk before then. The Hay Ho! Bus service would no longer be operating from Madley on a Sunday from late August/early September, due to low patronage from the village. A donation from Madley Craft Group of £100 towards recreation field improvements was gratefully received and a letter of thanks would be sent. | Clerk |
| 6 To review Standing Orders
Resolved to adopt the Standing Orders. | |
| 7 To review Financial Regulations
Resolved to adopt the Financial Regulations. | |
| 8 To review Parish Council Working Groups, Membership and Terms of Reference
The draft was agreed with the addition of Cllr Cobb to the Housing Working Group, Cllr Burman to the Footpath Working Group and Cllr Hince, Cllr Beard and Cllr Griffiths to form the Finance Working Group.
Resolved to adopt the Working Groups, Membership and Terms of Reference attached as Appendix 1. | |
| 9 To review Parish Council Policies, including Child Protection Policy, Equal Opportunities Policy, Complaints Procedure, Grants Policy, Document Retention Policy and FOI Policy and Publication Scheme
Resolved to adopt the policies detailed above. | |
| 10 To consider the Neighbourhood Development Plan Service Level Agreement and consider holding an initial public meeting to form a Neighbourhood Development Plan Steering Group
The level of commitment and time involved in developing a plan was discussed. Although crucial for the community to be involved, it was felt that it would be necessary for three councillors willing to work on the project and be on the working group.
Resolved that due to insufficient councillors able to commit the time necessary to the project, development of a NDP would not be pursued at the present time. | |
| 11 To consider details of new Parish Council Website
The clerk had been working on a new Wordpress site, following her attendance at the training course on the subject. Content for the new site was discussed.
Resolved that the new website have only parish council information to increase the council information made publicly available. The existing website would continue but without parish council content and Cllr Corcoran | Clerk |

would manage this, independent of the parish council.

Resolved for the clerk to investigate available domain names.

Clerk

12 **To receive update on Village Signs**

The clerk and chairman had met with the locality steward and agreed locations for the signs. The locality steward would obtain the necessary stat plans when required for use by Terry Griffiths for installation. The clerk had prepared the planning application for submission but had been waiting for written permission from Herefordshire Council/Balfour Beatty as this needs to be submitted with the application. Despite chasing, this had still not been received. Once received, the clerk would submit the planning application.

Clerk

13 **Recreation Field**

13.1 The weekly recreation field checklists were received. The need for strimming/weed killing would be investigated as the contractors may have now carried this out. A minor split in one of the adventure trail components would be monitored.

13.2 After further discussions regarding the scalplings it was agreed that they were not of good enough quality to spread on the car park. An offer to remove them free of charge would be accepted.

Clerk

13.3 Litter bin emptying was discussed. Mr Wooles would be happy to continue to empty the bins and it was requested the clerk obtain prices for a trade waste bin.

Clerk

13.4 The clerk had registered the recreation field to be one of Asda's 'green token' charities, but had not heard if it had been successful. Herefordshire Housing has a grant scheme and grants of up to £5,000 were available for projects that would benefit Herefordshire Housing residents.

Resolved to contact Herefordshire Housing residents for support of an application for new play equipment and an application to be submitted.

Clerk

13.5 Madley Youth Club had decided not to hold a community fun day this year. Enquiries to the insurance company had confirmed the policy would only cover events organised by the parish council. Other events would require £5m public liability cover and risk assessments, with copies supplied to the parish council.

14 **Finance Report**

14.1 **Resolved** that the finance report was approved and the bank reconciliation was verified.

14.2 The effectiveness of internal control and internal audit were reviewed.

Resolved to approve the review.

14.3 The appointment of the internal auditor for 2015/16 was considered.

Resolved to appoint Nicky Cox to the role again, if she was willing.

Clerk

14.4 The clerk had now submitted her CiLCA portfolio and there had been 8 hours of lengthsman admin since the last meeting.

Resolved to authorise the previously agreed 10 hours of study as overtime and 8 hours of lengthsman admin.

Clerk

14.5 A grant request from Herefordshire Citizens Advice Bureaux was considered.

Resolved not to give a grant.

14.6 **Resolved** for approval:

Herefordshire Council (Planning application fee for village signs) £192.50

Clerk's salary for May 2015 as per contract of employment

PAYE £41.20, NI £0.00 Employee, £0.00 Employer

Clerk's salary for June 2015 as per contract of employment

PAYE £45.80, NI £0.00 Employee, £0.00 Employer

Mrs C Boyles (Reimburse stationery/office/postage/travel expenses) £103.91

Ashley Smith (Recreation field sign re-printing) £300.00

HALC (Audit Answers training, 50% with EHGPC) £15.00

Countrywide Grounds Maintenance (Grass cutting for June 2015) £70.39

Hoople Ltd (DBS admin fee for Youth Club) £14.40

P Hince (Replacement notice board lock) £4.49

Countrywide Grounds Maintenance (Grass cutting for July 2015) £70.39

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

None.

The meeting closed at 8.40pm

Next Meeting Tuesday 1st September 2015.

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

All Working Groups, Membership and Terms of Reference shall be reviewed annually. Reviewed July 2015

Housing Working Group

Membership: Cllr Clelland, Cllr Beard, Cllr Burman, Cllr Cobb.

Terms of Reference:

1. To consider housing development proposals and housing issues within the parish.
2. Written reports from the Housing 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.

Footpath Working Group

Membership: Cllr Hince, Cllr Clelland and Cllr Burman.

Terms of Reference:

1. To investigate any footpath issues that arise, while no footpath officer in post, 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.