

Minutes of the meeting of Madley Parish Council held on Tuesday 6th May 2014 in Madley Parish Hall at 7.30pm

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

In attendance: CCllr D Taylor, Mrs C Boyles – Clerk. There were five members of the public present.

1 Election of Chairman

Cllr P Hince was proposed, seconded and agreed unanimously.

Resolved that Cllr P Hince be elected as Chairman. Cllr Hince signed the declaration of acceptance of office.

2 Election of Vice-chairman

Cllr I Clelland was proposed and seconded and agreed unanimously in his absence.

Resolved that Cllr I Clelland be elected as Vice-chairman.

3 To accept Apologies for Absence

Cllr I Clelland and Cllr S Hayes.

4 To receive Declarations of Interest & Dispensation Applications

None received.

5 To consider Minutes of the Previous Meeting

The Minutes of the Meeting held on 1st April 2014, copies of which had been previously circulated to Members, were confirmed as a true record and signed by the Chairman.

6 Open Forum

6.1 CSO Witcher had provided a report at the Annual Parish Meeting.

6.2 CCllr Taylor reported that the tree debris at The Bower had now been removed by Balfour Beatty. The road at Handleys Cross was scheduled for re-surfacing this year.

6.3 The parish path officer's report was read out and would be circulated.

6.4 A letter from a member of the public regarding issues relating to Stoney Street was read out. The issues raised would be investigated and responded to at the next meeting, but in the meantime, it was requested the clerk forward the letter to Highways, Planning and the Police and for Cllr David Taylor to investigate the circumstances of the road at Callow being granted a speed reduction to 40mph.

7 Clerk Update

Consultations received since the agenda was published, which require responses prior to the next meeting had been received. The parish council has no intention of paying members allowances and would respond accordingly to the letter regarding this. The subsidised bus service review had been received and details given. Progress reports on outstanding matters were noted.

8 To confirm Register of Interests for Members held by Herefordshire Council, guidance received and Code of Conduct session on 10th June

Members received a copy of their Register of Interests and all members present confirmed they were correct.

9 Parish Council Appointments

9.1 The internal auditor appointment for 2014/15 would be considered once the internal audit is received back.

9.2 The appointment of the Parish Paths Officer for 2014/15 was considered.

Resolved that Joan Williamson be reappointed, if she was happy to continue.

9.3 The appointment of representatives to Madley Charities for 2014/15 was considered.

Resolved that Cllr Pete Hince and Mr Henry Robinson be reappointed.

Action

**Clerk/
Cllr
Taylor**

Clerk

Clerk

- 10 **To receive update on Claypits Lane (MY51) resurfacing and agree Parish Council contribution**
 Welsh Water had now agreed to a contribution of £1250 towards the resurfacing. With a price of £8100 from Balfour Beatty to resurface and install suitable drainage from the entrance to the far side of the BT entrance and the contribution from BT of £3100, this left £3750 remaining for the parish council to cover, which based on the original quote from Amey had been £3100. The public rights of way department at Herefordshire Council had confirmed that after the work has been carried out, MY51 would be added to the inspection schedule and thereafter maintained to the same standards as other unclassified roads in the area. Balfour Beatty had indicated that work could be programmed in for June.
Resolved that the parish council contribute the £3750 towards this project and for the clerk to progress this as soon as possible. **Clerk**
- 11 **To consider response to Consultation on Draft Transparency Code for Parish Councils**
 The consultation was discussed.
Resolved to submit the response agreed. **Clerk**
- 12 **To consider Developing Community Resilience guidance and template for completion**
 This had been circulated and was discussed.
Resolved not to complete this.
- 13 **Recreation Field**
 13.1 Plans from the play equipment companies had now been received for consideration and the need to level the humps at the recreation field for mowing was discussed.
Resolved to arrange a recreation field working group meeting to look at the plans.
Resolved to get a quote from the contractor who cut the hedges for the levelling of the humps. Cllr Wooles offered to meet him on site.
 13.2 A grant application to New Grove Trust for goal posts and seating had been circulated and submitted. They had replied that they do not accept applications from parish councils but were happy for another local group to submit it as it is the type of project they fund.
Resolved to ask the Parish Hall Committee if they could submit the completed application on behalf of the parish council. **Clerk**
 13.3 The meeting with Herefordshire Football Association and Madley Primary School had taken place and options for funding and increasing use of the field had been discussed. Possible options to pursue were holding some Red V Blue matches on 7th June, linked to the World Cup, which HFA could provide help with or a Community Games, which could involve taster sessions from the various sports etc.
Resolved to pursue the option of holding Red V Blue matches on 7th June, in some form. The clerk would liaise with HFA and the school and see what could be arranged. **Clerk**
 13.4 The grant application to West Mercia Police and Crime Commissioner for wooden bollards had been prepared, but they were not currently accepting applications.
Resolved to submit the application when applications are being accepted again. **Clerk**
 13.5 The grant application to Peoples Millions was discussed.
Resolved not to pursue this further as there was a very slim chance of being selected, which it was felt didn't justify the amount of work needed for the application.
 13.6 The possibility of making a grant application to Madley Charities was discussed.
Resolved to express an interest to Madley Charities to ascertain if an application would be considered. **Clerk**
 13.7 The police had requested more Alcohol Free Zone signage be installed at the recreation field to assist with enforcement. The clerk had been informed the parish would have to purchase these and the clerk was currently awaiting a price.
- 14 **Finance Report**
 14.1 The bank reconciliation was noted.
 14.2 The report and annual return had not been received back from the internal auditor yet.
 14.3 The quotations relating to an annual donation towards church clock maintenance was still awaited.
 14.4 New NALC model financial regulations had been issued.
Resolved that these be considered and the current parish council regulations reviewed.

14.5 The insurance policy renewal and levels of cover were discussed. Quotes of £321.61 from the current insurers Aon, £322.17 from Zurich and £265.00 from Came & Company had been received.

Resolved to accept the quote from Came & Company.

14.6 The updated risk assessment and asset register were considered.

Resolved that these were approved.

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

Resolved that the review be approved and action points implemented.

14.8 The clerks weekly hours were reviewed as the clerk had been monitoring her hours since the beginning of the year and they were averaging nine per week.

Resolved to increase the clerk's hours to nine per week ongoing.

14.9 Payments approved:

PAYE 12.40, NI £0.00 Employee, £0.00 Employer

Mrs C Boyles (Reimburse expenses) £51.85

Diane Malley (Payroll services for 2014/15) £58.00

14.10 Lengthsman payments approved:

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

Clerk

Clerk

Clerk

15 **To note Correspondence List**

16 **To consider meeting dates/venue ongoing**

This was discussed due to background noise from Beavers/Cubs.

Resolved to leave it as is for the time being.

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

Subscription to HVOSS, request the lengthsman attends and grass cutting at the cross.

The meeting closed at 9.20pm

Next Meeting Tuesday 3rd June 2014