

WALFORD PARISH COUNCIL

Parish Clerk: Catherine Murray. Rose Cottage, Coughton, Ross on Wye, Herefordshire, HR9 5SF.
E Mail: clerk@walford-pc.org.uk **Website:** www.walford-pc.org.uk

Minutes of the Full Council meeting held in Walford Village Hall At 7.30pm on Wednesday 29th June 2016

Present: Frank Myers - Chairman

Councillors: Dave Berry, Shane Carlson, Simeon Cole, Karen Chinn, Eric Drummond, Heather Evans, Nesta Hirst, Sophie Hurley, Martyn Jenkins.

In attendance: Clerk Catherine Murray. Ward Councillor Paul Newman.

1. **Apologies:** Angus McIntosh and Murray Alston (Work commitments) Luke Freeman.
2. **Declarations:** Cllr Cole declared a pecuniary interest in item 8.1.
3. **Minutes:** It was unanimously **RESOLVED** to accept minutes of the previous meeting held on 18/05/16.
4. **Reports:** (Copies are available from the Clerk)
 - 4.1 Police representative – Was not present
 - 4.2 Ward Councillor Paul Newman – Gave his report.
 - 4.3 Localities Steward – Was not present.
5. **Broadband:** Cllr Graham Powell gave a presentation on local Broadband, after which Councillors and members of the public asked questions; Cllr Powell offered to pursue enquiries on behalf of parishioners and invited them to contact the Clerk, who will pass their enquiries onto Cllr Powell. *(Further information available from the Clerk)*
8. **Planning:** Was brought up the agenda. Applicants and the public were invited to comment.
 - 8.1 **Planning Applications:** Planning Appendix B was noted and comments put forward on:
 - a) **Site:** Land at Cats, Leys Hill Road, HR9 5QU. **Application No:** 161689
 Mr Graham Frecknell explained the application to councillors and members of the public.
Comments: *There were no objections; but consideration should be given to traffic / access and landscaping in an AONB.*
 - b) **Site:** The Cottage, Leys Hill, HR9 5QU. **Application No:** 151387
 Cllr Cole left the room during discussions.
Comments: *There were no objections.*
 - c) **Site:** Porter's Lodge, Coughton, HR9 5SE. **Application No:** 161523
Comments: *There were no objections.*
 - 8.2 **Neighbourhood Planning:** There was nothing further to report.
6. **Public Participation:** None.
7. **Finance - (Financial Statement - Appendix A, bank reconciliation & bank statements for May were signed)**
 - 7.1 **Internal Audit:** Successful completion of the Internal Audit and report from the Internal Auditor were noted.
 - 7.2 **Annual Return:** It was unanimously **RESOLVED** to approve and sign the I&E Accounting Statements and Annual Governance Statement for Y/E 31/03/16
 - 7.3 It was unanimously **RESOLVED** to approve the WPC Statement Of Internal Control / Risk Assessment for Y/E 31/03/16
 - 7.4 **Financial Regulations:** It was unanimously **RESOLVED** to approve a minor update to Financial Regulations.
9. **Highways / Rights of Way / AONB - (Appendix D contains Highways & Rights of Way Reports)**
 - 9.1 **Reports: Lengthsman Co-ordinator:** Work is up to date. **Rights of Way Officer:** Suggested that the PC should advertise for an alternative contractor. Cllr Evans was asked to put together a suggested job advertisement. <<**Action Cllr Evans**>>
 - 9.2 **Work orders for the Lengthsman and Rights of Way:** None above those included in the Annual Plan. Cllr Drummond asked if Herefordshire Council will be cutting the verges. *Cllr Cole replied that they already have.* Cllr Drummond said that he keeps the verges cut back at Homme Green.
 - 9.3 **Lengthsman / P3 contract between Walford PC and Herefordshire Council:** It was unanimously **RESOLVED** to sign the contract.

9.4 **Church Lane, Howle Hill – HGV signage:** Cllr Carlson is due to hold a meeting and will sort out the detail. It was unanimously **RESOLVED** to approve spending proportionate to the cost of the original signs. <<*Action Cllrs Carlson and Myers*>>

10. Parish Projects: To receive updates and discuss further action.

10.1 **Community Support Scheme:** Needs to be moved forward.

10.2 **Kerne Bridge Canoe Launch Site:** The Solicitors have confirmed that the community land asset transfer has now taken place and the site is owned by the Parish Council.

10.3 **Bishopswood War Memorial:** It was unanimously **RESOLVED** to sign the contract with War Memorials Trust.

11. Information and correspondence

11.1 Correspondence Appendix C, Clerks Report Appendix D and HALC Information corner were noted.

11.2 No responses required to correspondence received since the last meeting.

11.3 **Councillor's reports on local matters:** Cllr Berry reported that the defibrillator unit is nearly operational, he has registered it and it will be working soon.

12. Brief public response session: None

13. Items for next meeting agenda: HGV signs.

14. Next meeting: 31/08/16 Full Council at Bishopswood Village Hall.

15. Confidential Closed Session: Employment Matters. (The Public were asked to leave the room)

15.1 To receive an update and recommendations from the Finance Committee, for approval by Full Council.

Signed: Frank Myers

Date: 29/06/16

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Present: Frank Myers - Chairman

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In attendance: Clerk Catherine Murray.

15. Confidential Closed Session – Employment Matters: The public had been asked to leave the room.

15.1 **Clerk's yearly assessment:** The Chairman explained that the assessment had been carried out and confirmed that it had been another good year.

It was unanimously **RESOLVED** to approve the following recommendations, made to Full Council by the Finance Committee:

15.2 **Clerk's Salary:** An annual increase of one salary point to SCP 33, @ £14.62 per hour.

15.3 **Clerk's pay structure:** Simplifying the process of remuneration and expenses:

Remuneration: A salary payment to cover 55 hours each month, based on the average of hours worked by the Clerk over a period of one year.

Expenses: The payment of fixed expenses as part of the regular monthly payments to the Clerk, provided that the Clerk seeks advice from HALC that this is acceptable; expenses which are not fixed will be paid based on presentation and approval of receipts as usual, for recommendation to Full Council.

Signed:

Date: