

# KINGS CAPLE PARISH COUNCIL

## Minutes of the Annual Meeting of the Parish Council

Tuesday 21<sup>st</sup> May 2013 7.30pm, The Old School, Kings Caple

### Present

Jake Keogh (JK) Chair, Harry Waymouth (HW) Vice Chair, Julie Brandon-Jones (JBJ) Andrew Beckett (AB), Russell Nunn (RN), Mike Harris (MH)

### Attending

Cllr Barry Durkin, Liz Parry-Jones (LPJ) Clerk, CSO Alison Dore, 5 members of the public

The Chair addressed the meeting, welcomed all attendees and gave a brief explanation of the agenda.

The meeting opened at 7.30pm

#### 1. Election of Chairman

JK was nominated by HW, seconded by AB

***It was resolved unanimously that JK be elected as Chairman***

JK signed the declaration of office.

#### 2. Election of Vice Chair

HW was nominated by JBJ, seconded by JK

***It was unanimously resolved that HW be elected as Vice Chair***

#### 3. Declarations of Interest And written Dispensation Requests

None

#### 4. Appointment of New Clerk

JK explained the recruitment and selection process and gave details of the remuneration and training arrangements that had been discussed during JK & JBJ interview of candidate.

The meeting was closed to allow Cllr Durkin to speak on this item.

The meeting was reopened.

***It was unanimously resolved to offer the candidate (L PJ) the position as Clerk to the council.***

LPJ joined the meeting and accepted the offer of the position of Clerk to the Council.

#### 5. Apologies for Absence

None

#### 6. Open Session

##### 6.1. CSO Alison Dore

CSO Alison Dore reported on forthcoming changes to policing in the region, most notably the merger of the West Mercia and Warwickshire Forces and the subsequent knock on effects including the closure of the local police station in Ross on Wye. Response officers will be redeployed to Ledbury but, they will be on patrol with the nearest officers responding. No decision has been announced as to where CSOs will be based but CSOs will now be on duty to midnight.

CSO Dore advised that house burglaries were on the increase as are thefts from outbuildings and that trailers and batteries from agricultural vehicles are being targeted by thieves. Members of the public are asked to report all crimes, however minor, as the information enables officers to detect patterns of crime.

The new non-emergency number for reporting crime is 101. The information given to this number is recorded and can be viewed instantly by officers

JK thanked CSO Dore for attending the meeting.

## **6.2. Ward Cllr Durkin**

Further to Cllr Durkin's monthly report, which had been sent to members prior to the meeting, he informed members:

- Herefordshire Council's financial situation is "dire". Due to the cut in funding from central government (which accounts for more than 2/3rds of Herefordshire's total income) a further £23.1M will need to be saved over the next two years in addition to the £9M already identified.
- Despite rumours and press reports no decision has been taken as to the future of library and museum services. This matter is to be discussed at a full council meeting on 23 May.
- The new retail development on the former livestock market in Hereford is scheduled to open at Easter 2014
- The earliest that work can begin on repairs to the road at Hoarwithy bridge is 16<sup>th</sup> June. Cllr Durkin will be meeting with the supervisor of the project to obtain details of the programme for the work.

JK invited the public to put questions to Cllr Durkin and the following were asked:

- Why does Amey appear to put more effort into works to footpaths rather than the roads? Cllr Durkin replied that footpath maintenance is part of Amey's contract.
- How many people in the county pay Council Tax in full/ do not get benefits to assist with Council Tax? Cllr Durkin replied that these figures are not available
- Why aren't refuse collections fortnightly? Cllr Durkin replied that this and other efficiencies are being considered

JK thanked Cllr Durkin for attending the meeting

## **6.3. Chairman's Report**

JK reported:

- A successful Parish Meeting took place on 9<sup>th</sup> May.
- The process of producing a Neighbourhood Development Plan (NDP) has begun with the application to designate a Neighbourhood Area being approved
- A new laptop, projector and screen have been purchased using the Community Technology Grant
- The Lengthsman Scheme has been joined but as yet no Lengthsman appointed
- A total of 6 Parish Council meetings had been held over the last year

## **6.4. Representations from Members of the Public**

JK invited members of the public to make any representations on parish matters and the following were made

- Why was the co-option of a new member of the Parish Council not on this agenda? JK agreed acknowledged that the omission of this item from the agenda was due to an oversight and the item will be on the agenda for the next meeting

- Could a shop be provided in the village? It was suggested that this issue could be considered as part of the NDP process.
- A complaint was made that the temporary lights at Hoarwithy Bridge appeared to be “stuck” on red frequently. It was acknowledged that this was a frustration. It was suggested that the phasing could be altered to give priority to traffic coming off the bridge. There was a discussion as to whether these lights are advisory or mandatory but agreed that whatever the legal position the Parish Council would advise the public to have regard to the lights.

## 7. Minutes of the Previous meeting

The minutes of the meeting of 21 March 2013 had been sent to members prior to the meeting.

***It was resolved unanimously to approve the minutes without any amendment***

JK signed the minutes as a true record.

## 8. Appointment of Parish Footpath Officer (PFO)

***It was resolved unanimously that Harry Waymouth be appointed as PFO***

HW reported that he had been in contact with the Area Warden Chris Gardiner and was waiting for feedback

## 9. Highways

### 9.1. Lengthsman

The Lengthsman scheme had been joined. Names of the Lengthsman in nearby parishes had been provided by Amey.

***It was resolved that the Lengthsmen on list supplied by Amey should be contacted to determine their interest in being appointed by KCPC***

### 9.2. Policy for Administration of the Lengthsman Scheme

The Clerk explained the operation of the Lengthsman scheme. The annual funding is calculated as £110 per km of road within the parish for the first three years and £90 per km thereafter. Within this allocation up to 10% can be claimed as an administration fee payable to the individual administering the scheme provided they are not a member of the Parish Council. All communication with an appointed Lengthsman should be via the Clerk but it is advisable for a member of the Parish Council to act as liaison between the parish and the Clerk with regard to the Lengthsman’s duties. It was suggested that this would be the role of the member appointed as Highways Link Person.

### 9.3. Appointment of Highways Link Person

***It was unanimously resolved that Russell Nunn be appointed as Highways Link Person***

Action: Clerk to contact the Lengthsmen on the Amey list

LPJ

## 10. Finance

### 10.1. Annual Accounts

AB presented the annual end of year accounts for 2012/13

***It was unanimously resolved to approve the accounts for 2012/13***

### 10.2. Annual Return

AB provided a copy of the Annual Return and the Annual Governance Statement was considered.

***It was resolved unanimously to approve the Annual Return for 2012/13***

The Annual Return was completed and signed by JK and the Clerk

### **10.3. Appointment of an Internal Auditor**

*It was unanimously resolved that the previous Internal Auditor be asked to carry out the duty again this year.*

### **10.4. Outstanding Payments**

There were no outstanding payments to be considered

<b>Action:</b>	<b>Clerk to send the Annual Return and additional information</b>	<b>LPJ</b>
	<b>Clerk to arrange for the internal audit to be carried out</b>	<b>LPJ</b>

### **11. Planning**

#### **11.1. Feedback on planning matters**

There was no feedback on planning matters

### **12. Matters for the Next Agenda**

- Co-option of a new member
- "Healthcheck" of policies
- Neighbourhood Watch
- Streetlighting
- Informing residents of planning applications
- Clerks contract including a motion to exclude public from this item

### **13. Information Sheet**

The information sheet had been circulated prior to the meeting. Members' attentions were drawn to the request for information under the Freedom of Information Act.

### **14. Date of Next Meeting**

It was agreed that the next meeting would be held on Wednesday 10 July 2013

The meeting closed at 9.04pm