

**Minutes of the Annual Meeting of Dilwyn Parish Council
held in Cedar Hall, Dilwyn on Tuesday 10th May 2016 at 8.00 pm**

	Agenda Item		Action																										
		<table border="1" style="width: 100%;"> <tr> <td style="width: 50%;">Present:</td> <td style="width: 50%;">Apologies:</td> </tr> <tr><td>Cllr. R. Brown</td><td></td></tr> <tr><td>Cllr. D Brown</td><td></td></tr> <tr><td>Cllr. S. Thomas</td><td></td></tr> <tr><td>Cllr. E Stilwell</td><td></td></tr> <tr><td>Cllr. T Kyles</td><td></td></tr> <tr><td>Cllr. P. Kyles</td><td></td></tr> <tr><td>Cllr. J. Lewis</td><td></td></tr> <tr><td>Cllr. P Stilwell</td><td></td></tr> <tr><td>Cllr. J. Hall</td><td></td></tr> <tr><td>Cllr J Gerrish</td><td></td></tr> <tr><td>Cllr. I Brown</td><td></td></tr> <tr><td>Cllr. A Brown</td><td></td></tr> </table>	Present:	Apologies:	Cllr. R. Brown		Cllr. D Brown		Cllr. S. Thomas		Cllr. E Stilwell		Cllr. T Kyles		Cllr. P. Kyles		Cllr. J. Lewis		Cllr. P Stilwell		Cllr. J. Hall		Cllr J Gerrish		Cllr. I Brown		Cllr. A Brown		
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		<p>In Attendance: Mr Gwilym Rippon and Cllr. Mark Cooper</p> <p>There were six members of the public present</p> <p>Chairman welcomed Councillors and the members of the public who were in attendance.</p>																											
057-2016	1.	<p>Election of Chair and to receive the Declaration of Acceptance of Office: (Cllr. Stilwell having indicated his wish to stand for re-election left the room)</p> <p>Cllr. Stilwell was re-elected. Members present wished to be recorded a vote of thanks for the manner in which he had conducted the meetings.</p>																											
058-2016	2.	<p>Election of Vice-Chair:</p> <p>Cllr. Hall was elected as vice chair.</p>																											
059-2016	3.	<p>Apologies: There were no apologies for absence.</p>																											
060-2016	4.	<p>Declarations of Interest: All Councillors had an interest in the Crown Public House as the Council was the owner of the said Public House</p> <p>In addition, the following declarations were made.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Name</th> <th style="width: 45%;">Item</th> <th style="width: 15%;">Personal</th> <th style="width: 25%;">Prejudicial</th> </tr> </thead> <tbody> <tr> <td>D. Brown</td> <td>13 The Crown</td> <td style="text-align: center;">✓</td> <td style="text-align: center;">✓</td> </tr> <tr> <td>A. Brown</td> <td>13 The Crown</td> <td style="text-align: center;">✓</td> <td style="text-align: center;">✓</td> </tr> <tr> <td>R. Brown</td> <td>13 The Crown</td> <td style="text-align: center;">✓</td> <td style="text-align: center;">✓</td> </tr> </tbody> </table>	Name	Item	Personal	Prejudicial	D. Brown	13 The Crown	✓	✓	A. Brown	13 The Crown	✓	✓	R. Brown	13 The Crown	✓	✓											
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061-2016	5.	<p>Written request for dispensation: The Clerk reminded members that he had received a written dispensation from all Councillors in respect</p>																											

		of the Crown Public House as the Council corporate was the owner. Without the dispensation the number of persons prohibited by section 31(4) from participating in any particular business would be so great a proportion of the body transacting the business as to impede the transaction of business.	
062-2016	6.	<ul style="list-style-type: none"> a. To receive the Ward Councillor's report The Ward member gave a full and detailed report. b. To receive questions from members of the public One member of the public asked if the Crown Public House was now making a profit, to which a positive answer was given. 	
063-2016	7.	<p>To note minutes of the Annual Parish Council meeting held on Thursday 19th May 2015 To approve the Parish Council meeting held on Tuesday 5th April 2016</p> <p><u>RESOLVED</u></p> <p>The minutes of the Annual Parish Council meeting of 19th May 2015 were noted. The minutes of the Council meeting of the 5th April 2016 were approved.</p>	
064-2016	8.	<p>Information arising from the minutes.</p> <ul style="list-style-type: none"> ➤ There was nothing to report under this heading 	
065-2016	9.	<p>Election of Council Representatives to serve on the following outside bodies: -</p> <ul style="list-style-type: none"> a) School Representative Cllr. P. Kyles b) Cedar Hall Representative Cllr. T. Kyles c) Footpaths Officer Cllr. D. Brown d) Dilwynner Representative Cllr. J. Gerrish e) Emergency Co-ordinator Cllr. P. Stilwell f) Neighbourhood Watch Representative Cllr. S. Thomas g) PCC Cllr. R. Brown <p>To resolve that Dilwyn Parish Council meets the criteria to exercise the General Power of Competence. Dilwyn has at least 2/3rds of its members elected and the Clerk possesses the relevant qualification</p>	

		<u>RESOLVED</u> Dilwyn Parish Council meets the criteria to exercise the General Power of Competence.																																									
066-2016	10.	<p>Finance:</p> <p>a) To approve the accounts year ended 31 March 2016 The accounts were approved.</p> <p>b) To receive the Internal Auditors report The internal auditor's report was noted, the Clerk stated that the report had no adverse comments on it.</p> <p>c) To receive the external Auditors report The Clerk reported that he had received the external auditor's report for the 2014-2015 annual return. It stated that there were 2 items which affected their opinion.</p> <ol style="list-style-type: none"> 1. That in their view actions taken by Dilwyn Parish Council, had not complied with the requirements of S12 of the Audit Commission Act 1998. This 'non-compliance' refers only to the methods used for publicity at the time of the 2014/15 audit. 2. The independence of the Internal Auditor. <i>this now had been rectified.</i> Other matters not affecting the External Auditors opinion <ol style="list-style-type: none"> 1. The arithmetic was incorrect on the annual return. <i>This has been rectified.</i> 2. Retention of documents. <i>This has been rectified.</i> 3. Up to date Financial Regulations <i>This has been rectified.</i> 4. Appropriate Risk Assessment. <i>This has been rectified.</i> <p>d) To approve the Annual and Governance statement <u>RESOLVED</u> Dilwyn Parish Council approved the Annual and Governance statement and the Chair signed the annual return</p> <p>e) To note the bank balances for April 2015. The Clerk reported the following</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Current Account</td> <td style="text-align: right;">£1324.26</td> </tr> <tr> <td>Deposit Account</td> <td style="text-align: right;">£2002.88</td> </tr> <tr> <td>Hub Account</td> <td style="text-align: right;">£2838.48</td> </tr> <tr> <td>Total</td> <td style="text-align: right;">£6165.62</td> </tr> </table> <p>The bank balances as circulated were noted.</p> <p>f) To discuss and approve invoices for payment.</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 5%;"></th> <th style="width: 40%;">PAYABLE TO</th> <th style="width: 35%;">FOR</th> <th style="width: 20%;">AMOUNT</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>Herefordshire Council</td> <td>Election</td> <td style="text-align: right;">968.40</td> </tr> <tr> <td>2.</td> <td>Newcastle PC</td> <td>Stationary (part payment)</td> <td style="text-align: right;">29.90</td> </tr> <tr> <td>3.</td> <td>HMRC</td> <td>PAYE 2015.</td> <td style="text-align: right;">137.20</td> </tr> <tr> <td>4.</td> <td>G.J. Rippon</td> <td>Expenses</td> <td style="text-align: right;">95.00</td> </tr> <tr> <td>5.</td> <td>K Pointon</td> <td>Internal Audit</td> <td style="text-align: right;">63.00</td> </tr> <tr> <td></td> <td>Total</td> <td></td> <td style="text-align: right;">£1293.50</td> </tr> <tr> <td></td> <td>Expenditure</td> <td></td> <td></td> </tr> </tbody> </table> <p>g) To confirm the cheque signatories.</p>	Current Account	£1324.26	Deposit Account	£2002.88	Hub Account	£2838.48	Total	£6165.62		PAYABLE TO	FOR	AMOUNT	1.	Herefordshire Council	Election	968.40	2.	Newcastle PC	Stationary (part payment)	29.90	3.	HMRC	PAYE 2015.	137.20	4.	G.J. Rippon	Expenses	95.00	5.	K Pointon	Internal Audit	63.00		Total		£1293.50		Expenditure			
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		<p>No changes were made to the current signatories authorised to sign on behalf of the Council. .</p> <p>h) To agree to pay the clerk at SCP 21 It was agreed to pay the clerk at SCP 21</p> <p>i) Review of Risk Schedule In view of the comments by the External auditor the Crown had been placed as a higher risk than before in as much that if there was no tenant there would be a lack of income to service the PWL (<i>Public Works Loan</i>).</p>	
067-2016	11.	<p>The Clerk's appraisal: The Chair reported that he and the Vice Chair had conducted the Clerk's appraisal which was satisfactory. As a result, he was contractually entitled to one increment rise to SCP 22</p>	
068-2016	12.	<p>Highway matters.</p> <p>a. Balfour Beatty. It was reported that there were a number of potholes on the B2175</p>	
069-2016	13.	<p>Planning matters</p> <p>The clerk reported that he had received two applications since the agenda had gone out; these would be on the June agenda. The Clerk was requested to arrange site visits.</p> <ol style="list-style-type: none"> 1. P161230/F Application for proposed change of use from residential (C3) to meeting rooms, office space and ancillary accommodation (B1)a.at Tyrrells Court Farmhouse Stretford Leominster Herefordshire HR6 9DQ 2. P161358/K Application for proposed work on trees: to fell Leylandii at Orchard Barn Dilwyn Hereford Herefordshire HR4 8HL 	Clerk to arrange site visit
070-2016	14.	<p>To consider the renewal of the Parish Council General Insurance Policy. The Clerk reported that he had reviewed the current insurance and saw no need for any alterations. <u>RESOLVED</u> Dilwyn Parish Council agreed to renew the current policy without variation. However, the Clerk was asked to contact Came and Co. to add the recently purchased cooler on to the Crown list of contents.</p>	Clerk to contact Insurance Co.
071-2016	15.	<p>To adopt the Standing Orders and Financial Regulations.</p>	

		<u>RESOLVED</u> Dilwyn Parish Council agreed to the Standing Orders and Financial Regulations.	
072-2016	16.	To agree to abide by the Code of Conduct <u>RESOLVED</u> Dilwyn Parish Council agreed to abide by the Code of Conduct	
073-2016	17.	Items for the next agenda: Complaint procedure, tree survey and Neighbourhood Plan.	
074-2016	18.	*Confidential items It was reported by the Manager that the takings from the Crown had improved over the last few months and the Manager was now in a position to deposit monies into the Parish Council account.	
075-2016	19.	Date of the next meeting 7 th June 2016 in St. Mary's School	

Meeting was concluded at 21.20hrs

Signed:..... Date: