

**Minutes of the Annual Council Meeting of Dilwyn Parish Council  
held in Cedar Hall, Dilwyn on Tuesday 1<sup>st</sup> May 2018 at 7.30 pm**

	Agenda Item		Action																								
		<table border="1"> <tr> <td><b>Present:</b></td> <td><b>Apologies:</b></td> </tr> <tr> <td>Cllr. S. Thomas</td> <td>Cllr. D. Brown</td> </tr> <tr> <td>Cllr. P. Kyles</td> <td>Cllr. T Kyles</td> </tr> <tr> <td>Cllr. R. Brown</td> <td></td> </tr> <tr> <td>Cllr. P Stilwell</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> <tr> <td>Cllr. J. Hall</td> <td></td> </tr> <tr> <td>Cllr. J. Lewis</td> <td></td> </tr> <tr> <td>Cllr. E Stilwell</td> <td></td> </tr> <tr> <td></td> <td></td> </tr> </table>	<b>Present:</b>	<b>Apologies:</b>	Cllr. S. Thomas	Cllr. D. Brown	Cllr. P. Kyles	Cllr. T Kyles	Cllr. R. Brown		Cllr. P Stilwell		Cllr J Gerrish		Cllr. I Brown		Cllr. A Brown		Cllr. J. Hall		Cllr. J. Lewis		Cllr. E Stilwell				
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		<p><b>In Attendance:</b> Parish Clerk, Mr Gwilym Rippon Ward Councillor, Cllr. Mark Cooper</p> <p>A member of the Press There were four members of the public present.</p> <p>The Chairman welcomed Councillors who were in attendance and also the members of the public.</p>																									
067-2018	1.	<p><b>Election of Chair</b> Cllr. P. Stilwell was elected as chair</p>																									
068-2018	2.	<p><b>Election of Vice Chair</b> Cllr. J. Hall was elected as vice-chair</p>																									
069-2018	3.	<p><b>Apologies:</b> There were apologies from Cllrs. D. Brown and Cllr. T Kyles</p>																									
070-2018	4.	<p><b>Declarations of Interest:</b> All Councillors had an interest in the Crown Public House as the Council was the owner of the said Public House.</p>																									
071-2018	5.	<p><b>Written request for dispensation:</b> The Clerk reminded members that he had received a written dispensation from all Councillors in respect 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.</p>																									

072-2018	6.	<p><b>Public Participation:</b></p> <p>a. To receive the Police report. The two new police staff introduced themselves and gave a full report.</p> <p>b. To receive the Ward Councillor's report. The Ward Councillor gave a verbal report at the Parish meeting. A copy of this report has been placed on the Council website.</p> <p>c. Questions from members of the public One member of the public asked what the difference between an Annual Parish meeting and Annual Parish Council meeting; it was explained that the former is an opportunity for members of the community to have their say, while the Annual Parish Meeting is equivalent to an AGM.</p>	
073-2018	7.	<p><b>Minutes:</b> To note the Annual Parish Council meeting of 2<sup>nd</sup> May 2017 <b>RESOLVED</b> The minutes of the Annual Parish Council meeting of 2nd May 2017 were noted.</p> <p>To approve the Parish Council meeting held on Tuesday, 3<sup>rd</sup> April 2018.</p> <p><b>RESOLVED</b> The minutes of the Council meeting on Tuesday, 3<sup>rd</sup> April 2018 were approved.</p>	
074-2018	8.	<p><b>Information arising from the minutes.</b> Sand Pit Corner: it was reported that the ditches in this area had been dug out.</p>	
075-2018	9.	<p>Election of Council Representatives to serve on the following outside bodies: -</p> <ul style="list-style-type: none"> <li>a) Cedar Hall Representatives Cllr. T. Kyles</li> <li>b) School Representative Cllr. P. Kyles</li> <li>c) Footpaths Officer Cllr. D. Brown</li> <li>d) Dilwynner Representative Mr. Jeff Herdman</li> <li>e) Emergency Co-ordinator Cllr. P. Stilwell</li> <li>f) Neighbourhood Watch Representative Mr. Alan Ruthland</li> <li>g) PCC Cllr. R. Brown</li> </ul> <p>To resolve that Dilwyn Parish Council meets the criteria to exercise the General Power of Competence.</p>	

		<b>RESOLVED</b>																																	
<b>076-2018</b>	<b>10.</b>	<p><b>Finance:</b></p> <p>a) To approve the Accounts year ended 31<sup>st</sup> March 2018: The Accounts year ended 31st March 2018 were .</p> <p>b) To note the Internal Auditors report The clerk reported that this was not available at present.</p> <p>c) To approve the Annual and Governance statement: The Annual and Governance statement was <b>approved</b>.</p> <p>d) Note the bank balances for April 2018. 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;">£ 12550.28</td> </tr> <tr> <td>Hub Account</td> <td style="text-align: right;">£ 27.64</td> </tr> <tr> <td>Crown Account</td> <td style="text-align: right;">£ 479.76</td> </tr> <tr> <td>Total</td> <td style="text-align: right;">£ 13057.68</td> </tr> </table> <p>e) 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: 35%;">PAYABLE TO</th> <th style="width: 35%;">FOR</th> <th style="width: 25%;">AMOUNT</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>HMRC</td> <td>Salary</td> <td style="text-align: right;">202.00</td> </tr> <tr> <td>2.</td> <td>G.J. Rippon</td> <td>Expenses</td> <td style="text-align: right;">217.20</td> </tr> <tr> <td>3.</td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td><b>Total Expenditure</b></td> <td></td> <td style="text-align: right;"><b>£417.20</b></td> </tr> </tbody> </table> <p>The Clerk was instructed to pay all invoices.</p> <p>f) To confirm the cheque signatories: The bank signatories are Cllrs. P. Kyles, P. Stilwell and J. Hall</p> <p>g) To agree to pay the clerk at SCP 24 <b>Agreed</b></p> <p>h) To agree the National Pay rise <b>Agreed</b></p> <p>i) To review the Risk schedule This was reviewed and found to be still fit for purpose.</p>	Current Account	£ 12550.28	Hub Account	£ 27.64	Crown Account	£ 479.76	Total	£ 13057.68		PAYABLE TO	FOR	AMOUNT	1.	HMRC	Salary	202.00	2.	G.J. Rippon	Expenses	217.20	3.									<b>Total Expenditure</b>		<b>£417.20</b>	
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<b>077-2018</b>	<b>11.</b>	<p><b>Planning matters</b></p> <p>P181258/F Application for the proposed change of use of existing self-contained temporary chalet unit of accommodation and proposed 2 no. additional self-contained holiday let chalets. At Land at Smallfeet Farming at The Stables Greenfields Dilwyn Leominster Herefordshire HR4 8JG <b>RESOLVED</b> Council supported the application.</p> <p>P181428/K Application for the proposed works to trees at 3 Henwood Close Dilwyn, Herefordshire, HR4 8HZ <b>RESOLVED</b></p>																																	

		Council supported the application.	
<b>078-2018</b>	<b>12.</b>	<b>Highway matters.</b> <ul style="list-style-type: none"> <li>➤ Tump Ash: drainage issues</li> <li>➤ Potholes at Tyrell's corner</li> <li>➤ The Firs: Maximum tonnes sign still needs attention</li> </ul>	
	<b>13.</b>	<b>Parish Council General Insurance Policy</b> There was no alteration required	
	<b>14.</b>	<b>Adopt the Standing Orders and Financial Regulations.</b> the Standing Orders and Financial Regulations were re adopted	
	<b>15.</b>	<b>To agree to abide by the Code of Conduct</b> Members agreed to abide by the Code of Conduct	
<b>079-2018</b>	<b>16.</b>	<b>Update on the Neighbourhood Plan:</b> This was included in the Annual Parish Meeting	
<b>080-2018</b>	<b>17.</b>	<b>The Crown</b> This was included in the Annual Parish Meeting	
<b>081-2018</b>	<b>18.</b>	<b>Village clean-up</b> As there would be a number of visitors to the village in May, it would be nice to ensure that our front gardens are clean and tidy.	
	<b>19.</b>	<b>Items for the next agenda:</b> 1. NDP	
<b>082-2018</b>	<b>20.</b>	Date of the next meeting <b>5<sup>th</sup> June 2018, in St. Mary's School</b>	
		* Due to the confidential nature of the business of this agenda item, under the Public Bodies (Admission to Meetings) Act 1960 (3) it is proposed to put forward a motion to exclude members of the public during discussion of this agenda item.  Members were updated in respect of the staffing of the Crown. The Council accepted the recommendation of the interview panel; this would be published in due time..	

Meeting was concluded at 21.00hrs

Signed:.....

Date: .....