

DILWYN PARISH COUNCIL

Clerk: Lesley Hay

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**Dilwyn Parish Council
Annual Parish Council Meeting
held on Tuesday 10th May 2022 starting at 7.30pm**

Present: Cllr J Hall (Chair); Cllr S Thomas; Cllr D Stirling-Brown; Cllr R Fellows (Vice Chair); Cllr J Clarke; Cllr M Thomas and Cllr P Kyles.

Also present: Parish Clerk: Lesley Hay. One member of the public.

Chairman welcomed those present to the Annual Parish Council Meeting. The Chairman expressed her disappointment that so many Councillors had been unable to attend the meeting – especially as it was the Annual Parish Meeting and the Annual Parish Council Meeting.

The Clerk was asked to remind Councillors that if they fail to attend a meeting within a six-month period, they automatically disqualify themselves as a Parish Councillor. This is a national legal requirement, not a local requirement.

MINUTES

1. Cllr Julia Hall was proposed, seconded and unanimously re-elected as Chairman. Cllr Hall accepted and duly signed the Declaration of Acceptance of Chairman form.

Cllr Hall then took over as Chair of the meeting.

2. Cllr R Fellows was proposed, seconded and unanimously re-elected as Vice Chairman.

3. Responsible Finance Officer – Lesley Hay.

4. **Apologies for Absence:** Cllr Cole Fellows; Cllr J Stirling-Brown; Cllr J Booth; Cllr I Brown and Cllr J Lewis.
Ward Cllr Michael Jones. Mr Glen White (Lengthsman).

5. All councillors confirmed there were no changes to their Declarations of Interest and Applications for Dispensation during the past year.

Written request for dispensation: The Clerk reminded members that written dispensation had been received from all Councillors in respect of the Crown Public House as the Council corporate is 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.

Cllr Julia Hall declared an interest in item 15 – Highways.

6. Election of Council Representatives – proposed, seconded and unanimously agreed:

6.1 Footpath Officer – Glen White.

6.2 Crown Liaison – Cllr Steve Thomas.

6.3 Planning Liaison Officer – Cllr Jane Clarke.

The Clerk reminded those present that notification of all Planning Applications affecting the parish are emailed to the Clerk.

As previously agreed, the Planning Liaison Officer, together with another Councillor (as required), will arrange to visit all planning application sites. The site meeting will be arranged at a convenient time and will provide an opportunity to discuss the proposed plans with the applicant.

This information would then be reported back to the next Parish Council meeting for discussion and – if required – a comment submitted to the Planning Officer.

7. Ward Councillor Report – apologies received from the Ward Councillor. The Hereford Council Leader's April/May report has been circulated.

7.1 Open session – no issues raised. The Chairman closed open session.

8. To Approve Minutes of Meeting held on Tuesday 12th April 2022 and the Extraordinary Meeting held on Tuesday 19th April 2022.

It was unanimously agreed that both sets of the minutes represented a true record and that they should be adopted and signed by the Chairman.

Matters arising:

Play Park – it was confirmed that the installation of the new equipment and repair of the existing equipment is still scheduled to begin on Thursday 19th May 2022.

9. To Review the current Parish Council Insurance Policy – circulated.

This was discussed and it was proposed, seconded and unanimously agreed to accept the Hiscox proposed policy.

In order to ensure rate stability, Dilwyn Parish Council has been offered to set up a three-year binding Long-Term Agreement (LTA) with Hiscox Insurance Company Limited, at an LTA premium of £2,340.70. This means Dilwyn Parish Council will

commit to keep their policy with Hiscox Insurance Company Limited for the period of the LTA, which will expire three years from the original inception date.

After discussion, it was also agreed that the Clerk should apply to set up a three-year Long-Term Agreement at a fixed rate of £2340.70.

The Clerk to arrange online payment.

10. Finance Matters:

10.1 End of year 2021–22 Bank balances had been circulated.

10.2 To Approve the Annual Governance Statement for 2021/22.

The Annual Governance Statement for 2021/2022 was agreed and accepted by Council. The External Audit Form was duly signed by the Chairman and the Clerk, as Responsible Finance Officer.

10.3 To Approve the Annual Accounts for 2021/2022.

The Annual Accounts for 2021/2022 had been audited and these were agreed and accepted by Council.

10.4 The Notice of Date of Commencement of Period of the Exercise of Rights is ready to be displayed on the 13th June 2022 for 30 working days up to and including 23rd July 2022.

The Clerk informed those present that all documentation will be submitted to the external auditor, will be uploaded onto the website as appropriate and displayed on the village Notice Boards within the appropriate timescale.

10.5 It was unanimously agreed to appoint Robert Taplin as Internal Auditor.

(a) It was unanimously agreed to make a donation of £50.00 as a gift for the Internal Auditor – Clerk to purchase a voucher and card of thanks.

10.6 To Consider and Approve payment of outstanding invoices – Schedule of Payments had been circulated. It was unanimously agreed to pay the outstanding invoices.

DILWYN PARISH COUNCIL Schedule of payment – up to 30th April 2022

PAYABLE TO	FOR	GROSS AMOUNT £	VAT £	NET AMOUNT £
Glen White	March invoice Lengthsman	£215.00		£215.00
Lesley Hay	Clerk's April salary	As per contract		As per contract
Lesley Hay HMRC	April PAYE	£135.40		£135.40
Expenses	April 2022	£40.00		£40.00
Keith Newman	Crown Fire Risk Assessment	£275.00		£275.00
Herefordshire Licence	Crown Licence	£180.00		£180.00
123 Crown Domain	Domain	£28.78		£28.78
C Thomas	The Crown doors To be reimbursed by Friends	£560.00		£560.00
C Thomas	The Crown doors To be reimbursed by Friends	£799.26		£799.26
Glen White	April invoice Lengthsman	£330.00		£330.00
Barrington Print	Printing	£144.00	£24.00	£120.00

Bank Balances: as of 10th May 2022

20373720		£19,553.78		
20373733	HUB	£7,018.99		
20416807		£21,189.86		
20444581	Deposit	£10,206.16		
TOTAL		£57,968.79	Bond	£9,298.27 £67,267.06

11. Official Documents. The Standing Orders, together with the Financial Regulations/Financial Risk Assessment and Safe Guarding Policy, had not changed since last year – these were discussed and adopted. The Councillor Code of Conduct revised May 2021 was discussed and adopted. The Safeguarding Policy, Data Protection Policy and Complaints Policy have not changed since last year – these were also adopted and signed by the Chairman.

All Councillors present agreed to abide by the revised Code of Conduct.

12. Underpass – it was agreed back in the autumn that repainting/restoring the murals on the underpass would be deferred until better weather. After discussion, it was agreed that the Chairman would follow up the offer of help from the new resident due to move into the village. This item to remain on the agenda.

13. The Crown update. Please see the minutes from the extraordinary meeting on the 19th April 2022.

It was unanimously agreed to have the boiler replaced as soon as convenient to the tenants and the contractor, Mr Weaver. It was agreed the boiler would be re-positioned on the outside wall. It was agreed that a percentage of the funding for the replacement boiler will be recovered from funds held in the Bond.

A local pest control firm had inspected the cellar and verbally reported that there was no live infestation and that it would appear the area had been previously treated. He was unsure whether there was active infestation or not upstairs – further investigation on this to be deferred.

Cllr Thomas confirmed that he has the materials on order and that work will begin on the urgent issues outlined in the Fire Report and due for inspection in June.

The spreadsheet listing the outstanding jobs and order of urgency is being updated as issues are reported. It was agreed that a start will soon be made on the smaller jobs once the cellar/fire doors have been completed and passed by the Fire Inspector.

14. Planning applications:

Planning application 221292 – The Old Parsonage (circulated). Following a site visit and report – after discussion it was unanimously agreed to record 'no objection'.

Planning application 221412 – 3 Walnut Tree Close (circulated). Following a site visit and report – after discussion it was unanimously agreed to record 'no objection'.

Planning application 221303 – Sunnybank Cottage, Pembridge (circulated). After discussion it was unanimously agreed to record 'no objection'.

15. Highways

Update on meeting with Ian Connolly, West Mercia Safer Road Team. Report from the Chairman:

Meeting held 4th May 2022 with Phil Pankhurst, Ian Connolly, Glen White (Lengthsman), Lesley Hay and Julia Hall.

Discussion – Stockingfield and the speed of the traffic passing through.

It is proposed to place a sign either end of Stockingfield to help users to realise it is a residential area – a sign on the A4112 traveling east towards Leominster to be placed just before Alastair Anderson Drive and a sign on the A4112 traveling west towards Brecon to be placed on the left-hand verge, after Pitch Farm, but before the Luntley/Bearwood sign. The sign would have the wording – '*Stockingfield Please drive carefully*' – but this has to be agreed with Balfour Beatty Living Places.

It was suggested that a quote be obtained from Balfour Beatty for a buff colour to be added to the road either end of Stockingfield at the same point as the new signs.

Also, to greatly improve visibility, the hedges need to be cut back on the A4112 traveling west towards Brecon on the left-hand side and opposite the Luntley/Bearwood sign.

The Clerk reported that there is currently a Village Initiative Grant available – and so she has submitted an application for the above. Once there is a decision on the allocation of the funds, the Parish Council may wish to either match fund or fund these signs. Item to remain on the agenda.

The Clerk was asked to find out approximate costs for installing white gates at either end of Stockingfield, which might help remind drivers that they are entering a hamlet with houses, driveway entrances, etc.

15.1 Lengthsman. Worksheet for June – no work identified at this time but to respond as necessary between meetings.

The Clerk reported ongoing repairs to the damaged millennium stone base; the new bench has arrived on the village green. The debris from the rotting trees has been removed; the uneven surface will be backfilled with top soil and grass seed.

15.2 Copies of D C Gardening and G White's insurance policies for 2022–2023 are on file.

15.3 Drainage grant. Glen White (Dilwyn's lengthsman) had met with Dave Campbell, (the enhanced lengthsman from Leominster) and a drainage grant application had been submitted to Balfour Beatty. Unfortunately, Balfour Beatty are not able to financially meet all the applications in full and each parish council has been allocated £4333.00 and asked to prioritise the work.

The Clerk approached D C Gardening in respect of the drainage grant to ask what work could be carried out within the budget of £4333.00. This will allow five days of ditching works to include labour charge plus two men for traffic management (Stop/Go boards) and hire of digger/diesel.

Please note, as previously advised, this does not include any provision for using Glen White as it is understood that the Parish Council will fund him separately.

After discussion, it was unanimously agreed to initially book the five days with D C Gardening. This work is scheduled to start in the autumn, but it may be necessary for the Parish Council to consider funding some extra work if prioritised issues remain outstanding.

15.4 Village footpaths are in good order. The new gate for Venmore Lane footpath is on order but subject to a delayed delivery date. The Clerk confirmed that she had spoken to the landowner and they are happy for the work to go ahead.

16. Correspondence: all correspondence circulated by email.

17. Items for the next Agenda (no discussion): none recorded.

Date of the next Parish Council Meeting is Tuesday 14th June 2022, when Mr Charles Houston, developer of the five houses on land adjacent to the Great House, will attend.

Chairman closed the meeting at 8.30pm.

Signed:

Date: