

Minutes

Extraordinary Meeting held on March 28th 2019 at 7pm in the Community Hall

Present: David (DJ) Chair, Will Bullough (WB), Candia Compton (CC), Martin Preece (MP), Margaret Davies (MD), Matthew Lloyd (ML), Simon Forrester (SF), Billie Cooper (BC)

In attendance: Richard Mighall (member of the public)

1. **To accept apologies of absence:** David Morgan, West Mercia Police
2. **To receive declarations of interest and written requests for dispensation:** None submitted
3. Open Session
 - 3.1 **To receive verbal report from West Mercia Police**
West Mercia sent their apologies on this occasion.
 - 3.2 **To receive a verbal report from the Ward Councillor**
The Ward Councillor was not present at the meeting on this occasion.
 - 3.3 **To receive views on the parish matters from local members**

Following the councils application to the Land Registry for ownership of the selected plots of Priory Wood Common, the Registry called for comment from those Priory Wood residents whose property was adjacent to the plots. In response, 6 of the residents informed the Registry that they objected to the application. The registry then advised the Council of the objections as a result of which the council agreed to withdraw the application for ownership, but only insofar as it related to those parts of the common which were in from of and contiguous with the residences to which the respective objections referred.

4. Parish Councillor Elections – 2nd May 2019
 - 4.1 **To consider funding of poll cards if required due to non-contested Ward Election but contested Parish Election.**

The current 9 members of the Parish Council will be submitting their nomination papers and no poll cards will be needed. The Parish Council will submit these to the Town Hall in Hereford by 3rd April.

5. Finance
 - 5.1 **To appoint an Internal Auditor**
Anthony Williams has audited the accounts on previous occasions. The Parish Clerk will contact Anthony and ask whether he is happy to continue to do this for the Parish Council.
6. Employment of new clerk
 - 6.1 **To sign copies of the employment contract**
Both copies of the employment were signed by both the Chair and incoming clerk.
 - 6.2 **To consider purchase of parish council office equipment**
 - 6.2.1 Mobile phone, printer, filing cabinet, folders etc

The members agreed that the above items were necessary and agreed for these to be purchased. CC stated she had a mobile phone that could be used and it would just need a SIM. The Clerk is happy to use her current printer. The items to be purchased are a filing cabinet and folders. The amount will come to no more than £50.

6.3 To consider using Autela Payroll Services.

Currently the clerk is paid monthly by cheque. As none of the Parish Council Members are familiar with Autela and there were no costings it was agreed to defer this until the next meeting when the clerk would provide more details.

The outgoing clerk will provide the end of year accounts and will release the cheque book once this is completed. CC enquired about current bank mandates. When the Clerk is in receipt of the cheque book and has the account details she will enquire further. DJ will communicate with outgoing clerk with regards to account information and cheque book.

6.4 To consider HALC invoice: Recruitment £240 and Training £120 – Total £360.

It was agreed for the invoices to be paid. It was also agreed that the Clerk could receive website training with regards to keeping the parish website up to date. This cost is £70.

7. Annual Parish Meeting

7.1 To consider the date (after 6pm and prior to June 1st 2019)

The date set for the Annual Parish Meeting is 9th May at 7pm.

7.2 To consider a speaker – possibly Data Orchard re Neighbourhood Development Plan

It was felt that a speaker was a good idea, however, as we are still in the early stages of the NDP it was felt that this would not be of benefit at the present moment but is something the Council are keen to adopt next year. The Clerk will invite West Mercia Police and Ward Councillor.

8. Frequency and timing of the Parish Council Meetings

8.1 To consider holding monthly Parish Council meetings in line with good practice. It was agreed that this would be trialled for one year and analyse it again in April 2020. Next meeting is 9th May 2019.

8.2 To consider meeting at 7pm rather than 7.30pm

it was agreed to trial the meetings commencing at 7pm for 12 months.

9. Any Other Business

BC reported that some residents had reported concerns with regards to traffic speeding. The Clerk will look into costings of mobile and fixed traffic calming equipment and report back at the next meeting. SF suggested that we could also look at a few other ideas that would benefit the parish and communicate with residents for any other suggestions, perhaps through the local community magazine.

It was confirmed that the lengths man scheme has now finished and we are awaiting an invoice to be presented.

Meeting finished at 8.06pm

Chair Signature... *D Jones*...

Date.....09/05/19.....