

BISHOPSTONE GROUP PARISH COUNCIL
Minutes of the Annual Parish Council Meeting
held on Wednesday 5th May 2021

Web site address: bishopstonegrouppc-herefordshire.co.uk

This meeting was held via Zoom due to the Covid19 guidelines/restrictions

PRESENT: Cllr. J Macklin, Cllr. S Hubbard; Cllr. R Morgan; Cllr. C Draper; Cllr. S. Knights; Cllr. L Handscomb; Cllr L Goldwater and Cllr S Keefe.

PRESENT: Mrs Lesley Hay (Parish Clerk) No members of the public

Chairman welcomed those present to this the Annual Parish Council Meeting

1. Cllr. John Macklin was unanimously re-elected as Chairman and he signed the Declaration of Acceptance of Chairman form.
2. Cllr Sue Hubbard was unanimously re-elected as Vice Chairman.
3. **Apologies for Absence:** Cllr. Serena Crump; Cllr. Muriel Holmes; Ward Councillor David Hitchiner.

3.1 The Chairman confirmed the resignation of Cllr Neil Newton. The Clerk confirmed she had informed the Elections Officer.

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

5. **Election of other Officers:**

5.1 The Clerk, Lesley Hay, was confirmed as Responsible Finance Officer

5.2 Footpath Officers – these are all councillors according to the village they represent.

6. **To Receive Reports:**

Chairman's Report May 2021

As asked to do at the March Parish Council meeting, I emailed our locality Stewart to ask advise on the blocked footpath BN4 and the water problem in Bishopstone as yet I have had no response.

The footpath BN4 blockage, I have reported on the Herefordshire Council website and do now have a case number that I will chase up.

On April 16th I had a phone call from Dave Campbell (Lengthsman) he was finishing off cutting the visibility splays in the parishes, he expressed concerns over the planting on the junction where the U90014 joins the C1097 (Bishopstone Church turn). I met with Councillor Sarah Keefe and Councillor Rosemary Morgan at the church turn to look at the concerns risen by the lengthsman - we concluded that the bank on the junction could be cut in future without any detriment to the snowdrops.

I received a resignation email from Neil Newton, he has moved away. I would like to thank Neil for his six years serving as a Councillor for Kenchester and especially for his litter picking which he carried out regularly.

6.1 Ward Councillor Report – the Leader’s Newsletter is attached to these minutes in paper form but can be read in full on the website.

6.2 Policing – no police present at the meeting.

7. **The Chairman opened the Open Session** – no members of the public present.

7.1 Chairman closed open session

8. The Minutes of Meeting held on Thursday 11th March 2021 were unanimously agreed as being a true record and these were adopted and signed by the Chairman.

No matters arising.

9. **Finance Matters:**

9.1 End of year Bank Balances had been circulated. The current end of year accounts sheets had also been circulated.

9.2 The Annual Governance Statement for 2020/2021 was agreed and accepted by Council. The External Audit Form was duly signed by the Chairman and the Clerk as Responsible Finance Officer.

9.3 The Annual Accounts for 2020/2021 had been audited and these were agreed and accepted by Council. The External Audit form was completed and signed by the Chairman and Clerk as Responsible Financial Officer.

9.5 The Certificate of Exemption was signed and together with the Contact details will be returned to the External Auditor

The Notice of Date of Commencement of Period of the Exercise of Rights is ready to be displayed on the 14th June 2021 for 30 working days up to and including 24th July 2021.

The Clerk informed those present that all documentation would be uploaded on to the website as appropriate and displayed on the village Notice Boards within the appropriate time scale.

9.6 It was unanimously agreed to appoint Robert Taplin as Internal Auditor

9.7 9.7.1 Schedule of Payments had been circulated – it was unanimously agreed to pay these invoices and the clerk raised the cheques to be signed.

9.7.2 The annual insurance renewal policy had not been received – but it was agreed that the clerk would, if necessary, raise a cheque between meetings in line with the renewal date.

9.7.3 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. **To Consider adopting the Standing Orders;** Financial Regulations; Financial Risk Assessment; Bishopstone Safeguarding Statement.

The Standing Orders together with the Financial Regulations/Financial Risk Assessment and Safe Guarding Policy were discussed and adopted. The Clerk explained that the Local Government Association have prepared a Model Councillor Code of Conduct 2020. It was agreed that, until such times as this is available for consideration, the original Code of Conduct should be adopted.

11. **Planning updates** since last meeting: 210959 Safari Tent –

Response agreed and submitted:

Safari tent in grass field south east of Knapp Farm Bridge Sollars Bishopstone Group Parish Council supports this application because encouraging the development of small-scale business and tourism opportunities is identified as one of the Key Issues and Objectives in Bishopstone Group Neighbourhood Development Plan, in accordance with Herefordshire Core Strategy Policy RA6.

Due to the relative proximity of the site to the River Wye and lack of detail in the application councillors also feel that conditions should be set for the safe disposal of waste water and sewage in line with Bishopstone Group Neighbourhood Development Plan Policy G1.3

12. Lengthsman / Locality Steward/Highways

12.1 The lengthsman contract and insurance documents were confirmed.

12.2 Lengthsman June and July 2021 work sheet – Clerk will ask D C Gardening to liaise with the Chairman.

Main points: cut Kenchester triangle in June; cut BY29 footpath; Garnons crossroads –re-aligning the sign and make more secure; the 'give way' sign C1097 is in the field (Bridge Sollars end) – John will inspect and liaise with Lengthsman and/ or Locality Steward if replacement required.

There was discussion about the possibility of diverting the KT1 – due to some very slippery steps – this item to be deferred until next meeting.

12.3. The Chairman and Clerk had both signed the Balford Beatty Lengthsman Contract 2021/22 and this has been submitted to Herefordshire Council for counter signing.

12.4 Footpath Officers report – see item 12.2

12.5 The Chairman reported a very successful - litter pick day – thanks to all concerned. Special thanks were expressed to all residents who regularly litter pick throughout their village.

12.6 Byford Common signage and Dog Fouling signage – both signs ordered and delivered – awaiting erection.

12.7 This morning the Parish Council have been contacted by several concerned residents about an enormous tree cuttings fire in the field opposite the Byford Common houses. This has resulted in considerable smoke blowing directly at the houses and ash falling on the properties and vehicles. Whilst, aware that the Estate have permission for agricultural burning - the Parish Council agreed to write a letter asking if a better site could be chosen next time to avoid the pollution caused to Byford Common.

This was discussed and it was agreed the Clerk would write a letter addressed to the Estate Office.

13. Brief update on 'Making space for Nature in our parish'

The Lengthsman advised us there was an issue with the line of sight for traffic driving along the C1097 where it meets the U90014, the lane from the Bishopstone church. He advised us to check whether a cultivation license maybe required. Fiona Miles at BBLP was contacted and she confirmed that as the planting area is set well back from the road, no cultivation licence will be required.

There are now 5 different wildflower areas across the parish that have been created:

- On Kenchester's Triangle
- By the green cabinet between Kenchester's Old Rectory and the Triangle
- By the Bishopstone Church sign on the way to Mansel Lacy
- Down Ferry Lane in Byford
- By entrance to The Forge in Byford

Verging on Wild have given the parish four "Do Not Cut Yet" signs, created specifically for parishes (as distinct from the signs they are installing on the Roadside Verge Nature Reserves). These have now been installed in all the wildflower areas apart from Kenchester Triangle to alert BBLP that the area does not require a Spring cut.

14. **Items for the Next Agenda** (no discussion): Speeding on the A438; Diversion of footpath KT1.
15. **Date of the Next Parish Council Meeting** -Thursday 8th July 2021 – 7.30p.m.

It was agreed that the Chairman would contact and, if available, book Stretton Sugwas Community Meeting Hall. Councillors to be notified nearer the date.

Chairman closed the meeting at 8.30p.m.

Signed: Date: