

LUSTON GROUP PARISH COUNCIL

MINUTES OF THE ANNUAL MEETING OF LUSTON GROUP PARISH COUNCIL
HELD AT 8.00PM ON MONDAY 8 MAY 2017 AT CAWLEY HALL, EYE, LUSTON

PRESENT: I STEVENS (CHAIRMAN), S CHURCHWARD, K WOOD, P EDWARDS, J COATES (VICE CHAIRMAN), M MORGAN, C PEARSON, G THOMPSON, AND R WOOLLEY

IN ATTENDANCE: WARD COUNCILLOR S BOWEN; R HEWITT (CLERK); AND 8 MEMBERS OF THE PUBLIC

1. Election of Chairman

Nominations received for Cllr. I Stevens. **ACTION:** It was declared that Cllr. I Stevens is duly elected as Chairman.

2. Chairman's acceptance of office

Cllr. I Stevens signed the Chairman's acceptance of office.

3. Receive apologies for absence – A Egerton.

4. Declarations of Interest.

4.1 Disclosable Pecuniary. Cllr. Churchward declared a disclosable pecuniary interest in item 16, Kimbolton Neighbourhood Plan.

4.2 Non-disclosable Pecuniary. None declared.

4.3 Non Pecuniary. None declared.

4.4 Written requests for dispensation. None declared.

5. Election of Vice Chairman

Nominations received for Cllr. J Coates. **ACTION:** It was declared that Cllr. J Coates is duly elected as Vice Chairman.

6. Approval of minutes from 3 April 2017

DECISION: The minutes of the meeting were agreed and signed.

7. Matters raised by local residents.

A member of the public asked the group parish council to take a stance on the decision by Herefordshire Council to sell the county smallholdings, and the way this is being implemented. It is felt to be a short-sighted decision and this may be a last opportunity to address the issue. It was agreed to look at the matter at the next meeting, and more information on the matter was requested.

A member of the public felt the website's homepage requires 'drastic work' and needs to be more current. The Chairman said the website is a .gov.uk domain and is focused on parish council business and activities and fulfilling the requirements of the Transparency Code. It was agreed to undertake a further review of the website.

8. Ward Councillor S Bowen's Brief Report (for information only)

Cllr. Bowen referred to the report given at the Joint Annual Parish meeting held earlier in the evening.

9. Planning

8.1 170888 and 170889 – Berrington Hall, Berrington, HR6 0DW. Proposed art installation.

COMMENT: The parish council agreed to support the planning application.

8.2 Update on planning decisions/ enforcement by Herefordshire Council. Works to trees within the conservation area allowed for 171066, 4 Luston Court Barns; and 170985 Meadow View. Listed building consent 170568 Berrington Hall.

10. Finance

10.1 Consider risk assessment and insurance policy. The risk assessment was reviewed and requirement for additional insurance cover highlighted for street furniture to cover two speed indicator devices, information board located by the Willows, and the brick wall and paved area at Holy Well. The staging date of 1 October 2017 provided by the Pensions Regulator for ‘automatic enrolment’ was noted. The two defibrillators and cabinets are covered for no additional premium.

DECISION: After considering quotations from alternative providers, the Ecclesiastical policy was renewed at an increased premium.

10.2 Governance Statement 2016-17. **DECISION:** Reviewed and approved.

10.3 Annual Return 2016-17. **DECISION:** Reviewed and approved.

10.4 Payments for consideration:

DC Gardening Services (lengthsman) – £114.00

SWARCO Traffic Limited, speed indicator devices x 2 (70%) – £4,759.16

Came and Company (parish council insurance) – £280.00

The Clerk (salary, April 2017) – £479.01

DECISION: The increase in SCP23 from 1 April 2017 re: Clerk’s salary was noted, payments approved and cheques signed.

10.5 Appointment of lengthsman P3 footpaths contractor, and contracts for 2016-17. **DECISION:** Contracts were signed with Balfour Beatty and D C Gardening Services.

11. Highways and environmental matters

11.1 Review drawings for village gates at Luston. Drawings for village gates at the north and south of Luston were considered, and the restrictions imposed by the presence of utilities noted.

DECISION: Submit the drawings to Balfour Beatty. Once approved, quotations will be obtained for the materials and installation.

11.2 Brook above Luston. The meeting noted the landowner is likely to clear the remaining section from the edge of the conservation area to the school after 1 September 2017.

11.3 Lengthsman: review outstanding jobs. **DECISION:** No additional jobs were identified.

11.4 Highways – Matters to bring to the attention of Balfour Beatty. **DECISION:** Culvert under the B4361 at Luston where bricks are reported to be falling from the lining. Potholes on the B4361 by Eyecote. Worn dragons’ teeth and 30 mph decals on the road surface of the B4361 at Luston.

12. Appointment of Representatives

12.1 HALC representative and NAM nomination. **DECISION:** The Chairman and Vice Chairman. The Vice Chairman was nominated to the NAM Committee.

12.2 Cawley Hall Management Committee representatives. **DECISION:** Cllr. Churchward.

12.3 Tree Warden. **DECISION:** Richard Pollard.

12.4 Footpath Officer. **DECISION:** James Pearson.

12.5 Working group members:

Planning working group. **DECISION:** Cllrs. Edwards, Egerton, Pearson, Coates and Morgan.

Website working group. **DECISION:** Cllrs. Stevens and Wood. In respect of a proposal to nominate a member of the public to join the working group, advice will be sought from HALC.

Finance working group. **DECISION:** Cllrs. Stevens, Pearson and Thompson.

Management working group. **DECISION:** Cllrs. Churchwood, Egerton and Woolley.

Traffic working group. **DECISION:** Cllrs. Stevens, Pearson and Woolley. In respect of a proposal to nominate a member of the public to join the working group, advice will be sought from HALC.

13. Review parish council policies and procedures: Standing Orders; Code of Conduct; Complaints procedure, Data Protection policy, Freedom of Information publication scheme, Financial Regulations, Equal opportunities policy, Grants and Donations policy, Planning policy and Communications policy

DECISION: To review and update financial regulations.

14. Defibrillator at Luston

The Balance Inn can host the defibrillator at Luston. **DECISION:** To set up the defibrillator and cabinet on an external wall of the Balance Inn accessible to members of the public.

15. Neighbourhood Plan

The Luston Group Neighbourhood Development Plan is at the stage of examination. The examiner's report is awaited.

[Cllr. Churchward left the meeting.]

16. Consultation: Kimbolton Neighbourhood Plan (Reg. 14)

The consultation was noted.

[Cllr. Churchward rejoined the meeting.]

17. Consultation: Yarpole Group Neighbourhood Plan (Reg. 16)

The consultation was noted.

18. Approval of dates for parish council meetings 2016/17

DECISION: The proposed schedule of meetings for the period to May 2018 was agreed. Once broadband is installed and operating, meetings will be held in the main hall.

19. Clerk's Report and reports on meetings attended by parish councillors

The meeting noted the Clerk's report.

20. Matters for consideration at the next meeting (no discussion)

No matters were raised.

21. Date of Next Full Council Meeting.

DECISION: The next meeting will be at 7.30pm on Monday 5 June 2017 at Cawley Hall, Eye.

There being no further business, the meeting closed at 9.32 pm.

Signed as a true record _____

Date _____