

Minutes of the Annual Meeting of Pencombe Group Parish Council held on Tuesday 21st May 2019 Pencombe & Little Cowarne Parish Hall at 7.30pm

Councillors Present: Cllr William Brazier (Chairman), Cllr Christine Hayes, Cllr Philip Hope, Cllr Colin Hadley

In Attendance: Helen Tinson (HALC Clerk), Ward Cllr John Harrington

Members of the Public: 2

Before the meeting began, Cllrs William Brazier, Christine Hayes, Colin Hadley and Philip Hope signed their Declaration of Acceptance of Office forms. The meeting noted the absence of Cllr John Barrett and agreed that he sign his Declaration of Acceptance of Office before or at the next ordinary meeting of the Parish Council.

239/19 To Elect a Chairman:

RESOLVED: Cllr William Brazier was proposed and seconded and duly elected as Chairman. He signed his Declaration of Acceptance of Office.

240/19 To elect a Vice Chairman:

RESOLVED: Cllr Christine Hayes was proposed and seconded and duly elected as Vice Chair.

241/19 Apologies for absence:

RESOLVED: apologies of absence were received from Cllr John Barrett.

242/19 To adopt the Herefordshire Council Code of Conduct:

Members were provided with a copy of the Code of Conduct and duly considered the content.

RESOLVED: to adopt the Herefordshire Council Code of Conduct.

243/19 Declarations of interest and written requests for dispensation:

RESOLVED: no declarations of interest and written requests for dispensation were received. New councillors were given their Register of Interest forms and were advised of the requirement to submit completed forms by the due dates to the Monitoring Officer. Members who were previously elected councillors were reminded to ensure their existing Register of Interests is correct.

244/19 To co-opt a Parish Councillor for Little Cowarne:

RESOLVED to co-opt David Legge as a councillor for Little Cowarne. Cllr Legge joined the table and signed his Declaration of Acceptance of Office.

245/19 Open Session:

245.1/19 To receive a brief verbal report from the Ward Councillor:

Ward Cllr John Harrington introduced himself and was welcomed to the meeting. He gave a brief report praising his predecessor noting he was highly regarded by many. It was reported Herefordshire Council are in the process of forming a coalition, the

details of which are due to be announced by Friday 24th May. Ward Cllr Harrington provided his contact details and asked the council to contact him if he can be of any service. He is looking forward to a good working relationship with the Parish.

245.2/19 To receive views on parish matters from local residents:

A representative of the Village Hall reported that new dry verge units have been fitted to all elevations of the hall roof and requested the Parish Council settle the bill as quickly as possible; an Awards for All lottery grant of £10,000 has been received for an upgrade to the hall kitchen and work is scheduled to commence at the end of July with a target finish date of the end of August in readiness for a booking on 1st September. Volunteers will undertake the majority of the work with qualified trades where necessary.

246/19 To adopt draft minutes of the Ordinary Meeting of the Parish Council held on 23rd April 2019:

RESOLVED: the draft minutes were agreed and signed by the Chairman as a true record. Members wish to check that the outgoing clerk has ordered the defibrillator.

247/19 Finance:

247.1/19 HSBC bank balances: no information on bank balances was available

247.2/19 To note income received/due: no information on income was available

247.3/19 To appoint an Internal Auditor for 2019/2020:

RESOLVED: to appoint Ian Pardoe as Internal Auditor for tax year 2019/2020.

247.4/19 To consider and authorise payments due:

RESOLVED: Members approved payments for:

247.4.1 HALC Clerk Cover @£200 plus mileage

247.4.2 Grass cutting contractor (when invoice received). Members noted satisfaction with work to date.

247.4.3 Target Roofing and Building Contractors @ £3000 for verge works to village hall (as previously approved on minute reference 231.4/19)

248/19 To receive an update on the Cemetery and consider any action required:

No update was provided.

249/19 To consider a report from the Lengthsman and identify work:

Members noted satisfaction with the work to date and considered work to be undertaken.

RESOLVED: to ask the grass-cutting contractor to cut back nettles and clear overgrowth along the Causeway, authorising work to a maximum value of £200.

Ward Cllr Harrington is to raise the issue of vegetation growth on road junctions with Balfour Beatty and ask if they plan to clear it.

250/19 Agenda items for discussion at next meeting:

Councillors are asked to forward any items for discussion to the Clerk in good time before the next meeting.

250.1/19 Year End Reports and requirements for External Audit

250.2/18 Update on employment of new clerk

251/19 The date of next meeting is Tuesday 25th June 2019 at 7.30pm.

A resolution was passed to exclude members of the public from the following confidential item:

252/19 Employment of a new clerk:

Members considered the recruitment of a local resident who is interested in the position.

RESOLVED: to offer the position to Mr. Allan Drew to start on 1st June 2019 at the recommended NJC pay scale, with 6-months probation period and increase of one pay scale point on successful completion of CiLCA qualification.

Members considered training requirements for the new clerk and for the council as a whole.

RESOLVED: to pay for four HALC training courses for CiLCA and registration fee for the clerk.

RESOLVED: to request HALC undertake a group training session at Pencombe Village Hall, to include all members and clerk.

Meeting closed 8.25pm

Signed..... Chairman of the Parish Council

Dated