

## LLANGARRON PARISH COUNCIL

**Minutes of a Parish Council meeting held on  
Tuesday 25<sup>th</sup> September 2018 at 7.30 pm in Llangarron Village Hall**

### **Present**

Councillors: Stewart Morehead (Chairman), Barbara Fisher, Adrian Hitchen, Paul Lodge, Andrew McRobb, Terry Thomas, Judy Turner, Liz Wright.

**In attendance ...** Lynda Wilcox (HALC), Ward Councillor Elissa Swinglehurst & 15 Local residents

### **1. Apologies for absence** were received from:

- 1.1 Paul Bailey, Julie Scotford and Terry Thomas.

*The Chairman reported that the newly appointed clerk had resigned and HALC had been asked for admin cover at short notice.*

### **2. Declarations of interest & written requests for dispensation ...** There were none.

### **3. Open Discussion ...** local residents raised the following matters:

- 3.1 The parish council's comments on some planning applications were not displayed on the Herefordshire Council website. Lynda Wilcox confirmed that they had been sent through to the planning officer concerned and acknowledged. It was noted that there was sometimes a delay in comments being received and displayed by Herefordshire Council, due to cut backs in staffing arrangements.
- 3.2 The progress on the NDP was queried and the Vice Chairman commented that matters were in hand with the new planning consultants but a grant application was required prior to proceeding further.
- 3.3 In response to queries on the website, the Chairman commented that updating the website in a timely manner would be a priority for the new clerk.
- 3.4 Herefordshire Council maps showing all footpaths in the parish had been laminated by the Vice Chairman and would be available on the Parish Council Website.
- 3.5 Ward Councillor Elissa Swinglehurst reported on:
  - 3.5.1 Herefordshire Council's careful management of reduced funding available to them.
  - 3.5.2 The duty of Herefordshire Council to meet the ever increasing cost of Adult Social Care.

#### **4. Minutes of meetings held on 31<sup>st</sup> July, 9<sup>th</sup> August and 21<sup>st</sup> August**

It was RESOLVED to adopt all the above minutes.

#### **5. Dog Control Orders**

5.1 Members discussed suitable areas for dog control areas, including:

5.1.1 Land by the Village Hall, near the bungalows.

5.1.2 Children's play area.

5.1.3 Between the pub and the Church.

5.2 It was RESOLVED that Barbara Fisher would compile a list of sites and report back to the parish council.

#### **6. Pothole repairs ... Information requested by Herefordshire Council**

6.1 It was RESOLVED that Paul Lodge would ask local residents to notify him of potholes within the parish so as to enable him to bring a report to the next meeting.

6.2 Councillors commented on the fact that the same potholes were being filled again and again and queried the quality of the workmanship.

6.3 The Ward Councillor thought it would be helpful if Balfour Beatty asked parish councils to prioritise the roads most in need of attention within their parish because local residents sometimes felt that the reasonable roads were upgraded and the poorest were left to get worse.

#### **7. Finance**

7.1 Footpaths ... Barbara Fisher commented that there was no footpaths report.

7.1.1 It was noted that £425 had already been spent and if additional works were required, councillors would need to consider whether to take funds from reserves.

7.2 Budget ... Members received a draft report which would be considered further at the next meeting. It was noted that reserves were low and additional costs for 2019/20 would include parish maintenance activities in the absence of both the Lengthsman grant and P3 Footpaths grant from Herefordshire Council, as well as election costs. The Footpaths Officer gave her report on outstanding items.

7.3 Bank reconciliations ... The Chairman reported on current bank balances.

7.4 It was RESOLVED to make the following payments:

7.4.1 HALC' invoice for previous admin support £813.48.

7.4.2 Lengthsman invoices totalling £2,058.00.

7.4.3 Square One Property & Grounds Maintenance – Footpath maintenance £165.00.

8. The date of the next meeting was agreed as Tuesday 30<sup>th</sup> October at 7.30 pm in Llangrove Academy.

*A resolution was passed to exclude the public due to the confidential nature of the following item.*

- 9. Employment Issues ... Members noted the resignation of the newly appointed clerk and were informed of a qualified CiLCA clerk whose work was already known to the parish council and who was able to take on the vacant post immediately. It was unanimously RESOLVED to appoint that clerk.
  - 9.1 Contract of Employment ... Elements of the HALC draft contract were considered and agreed.
  - 9.2 Salary payments and PAYE outsourcing ... It was RESOLVED to access payroll services from Autela.
  - 9.3 Clerk's resources and equipment ... It was RESOLVED to liaise with the appointed clerk on required equipment.
  - 9.4 Clerk's training: It was noted that the clerk was qualified and would therefore not require CiLCA training.
  - 9.5 Members received an update on outstanding matters relating to the previous but one clerk.

SIGNED ..... DATE .....