

# Longdon, Queenhill & Holdfast Parish Council

Minutes of a meeting of the Parish Council held on **Monday 8<sup>th</sup> May 2017 at 8:10pm** at the **Village Hall, Longdon.**

**Present:** Chairman R Thatcher, Cllrs G Inchbald, Mrs J. Beswick, W. Austin, C Taylor-Hall, J Unwin, Mrs N Inchbald and M. Taylor.

**Attending:** Clerk to the Council, Hazel Robinson.

**1. 051708EOC – Election of Chairman:** A single nomination proposed by Cllr. Taylor-Hall; seconded by Cllr Unwin to re-elect Cllr R. Thatcher to continue to serve for another year was received. There being no further nominations Cllr. Thatcher was unanimously elected. Cllr Thatcher accepted the position and the Declaration of Office was duly signed.

**2. 051708AAD - Apologies for Absence and Declarations of Interest**

The Council received apologies from Cllr B Mansbridge and County Cllr T Wells.

**3. 051708EOVC – Election of Vice Chairman:** A single nomination proposed by Cllr N Inchbald; seconded by Cllr Thatcher to re-elect Cllr B. Mansbridge to continue serve for another year was received. There being no further nominations Cllr. Mansbridge was unanimously elected.

**4. 05170DOI - Declarations of Interest**

Declarations of Interest were given by Cllrs Mrs J Beswick and M Taylor with any matters pertaining to the Village Hall.

The issues of Councillor responsibilities for areas within the parish was raised and it was agreed to review this at the next meeting.

**5. 051708DISP - Dispensation**

Cllrs J Beswick and M Taylor were granted dispensation to stay in the council meeting during agenda items pertaining to village hall to answer questions only. The council agreed to this dispensation and it was resolved that this would be subject to a 3-month review.

**6. 051708AB - Annual Business**

**6.1 Review or adoption of appropriate standing orders and financial regulations.**

It was agreed to review the standing orders and financial regulations. A working party would be set up at the next council meeting.

It was **agreed** that Cllr G Inchbald would document a list of the policies the council needed and check which he had copies of and which were outstanding.

It was **agreed** that the Clerk would check the filing cabinet for policy documents.

Hazel Robinson, Clerk to Longdon, Queenhill & Holdfast Parish Council.

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**6.2 To consider a review of arrangements, including any charters, with other local authorities and review of contributions made to expenditure incurred by other local authorities.**

None to consider.

**6.3 Review of representation on or work with external bodies and arrangements for reporting back.**

a) Malvern Hills Area CALC rep x2 representatives.

It was **agreed** that Cllr G Inchbald would continue to be the Council's representative at the Malvern Hills Area CALC meeting.

**6.4 To consider a review of inventory of land and assets.**

It was **agreed** to that the asset register would be updated with the following additions

Old Vehicle Activated Sign.....	£500
Second Vehicle Activated Sign.....	£3150
Additional Litter bins x 2.....	£200
Play Equipment.....	£3995

This would increase the total value of the assets from £29,350.00 to £37,195.00

**6.5 To consider a review and confirmation of arrangements for insurance cover in respect of all insured risks.**

It was **agreed** to renew the council insurance with AON Ltd.

**6.6 To consider a review of the Council's membership of other bodies.**

a) Membership of CALC – it was **agreed** to continue being a member of CALC and therefore to pay the annual membership subscription.

**6.7 To establish or review the Council's complaints procedure**

It was **agreed** to review the council's complaints procedure – Cllr Austin would request a procedure template from CALC and consider this for the next meeting.

**6.8 To establish or reviewing the Council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998**

It was **agreed** to review the council's procedure for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998

–The Clerk would request a procedure template from CALC which Cllr Taylor-Hall would consider for the next meeting.

**6.9 To establish or review the Council's policy for dealing with the press/media.**

It was **agreed** to review the Council's policy for dealing with the press/media. Cllr G Inchbald will consider this for the next meeting.

**6.10 Dates, times and place of ordinary meetings of the full council for the year ahead.**

*Meeting dates **agreed** at the last meeting for the following dates - 3rd July, 4th September, 6th November 2017 and in 2018 – 8th January and 5th March*

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**7. 051708CRS - To receive reports from County, District Cllrs and Police.**

This item had been covered in the preceding Annual Parish Meeting.

**8. 051708ADP – Adoption of Minutes:**

Members of the Council **agreed** and adopted the minutes of the Meeting of the Parish Council held on Monday 20<sup>th</sup> March 2017.

**9. 051708PLA - Planning Matters:**

MHDC planning consultations and outstanding matters - none

**10. 051708ADM - Administration:**

(a) **Village Green play equipment** – the grass around and under the equipment needs cutting

(b) **VAS unit** – the outstanding bill needs paying

(c) **Lengthsman Scheme and Local Environment Update** – unsure of what work is being carried out by the Lengthsman and there is an issue with strimming/mowing not being covered.

It was **agreed** that the Clerk would contact WCC and seek advice about covering the strimming/mowing part of the Lengthsman role.

It was **agreed** that the Chairman would speak to the Lengthsman about work carried out.

(e) **Refurbishment of notice boards** – work is still outstanding.

(f) **Need for a Neighbourhood Plan** – Cllr N Inchbald to pick up with the Clerk on this matter.

(g) **Telephone Box:** receive an update and consider any matters arising – Cllr G Inchbald informed the Council that this matter was on hold as he was awaiting a response from BT on the parish council's issues with BT's terms and conditions on the sale of the phone box.

(h) **Broadband roll out:** receive an update – this was covered in the earlier Annual Parish Meeting.

(i) **Relationship with Village Hall and future car park grant** –

There were questions as to ownership of the village green and whether or not a village green could be run by a charity.

It was **agreed** that the Chairman would look in the filing cabinet as to any documents pertaining to the ownership of the green.

It was **agreed** that the Clerk and Cllr N Inchbald would check with land registry as to the ownership of the green.

**11. 05170FIN – Accounts and Financial Matters**

Payment of accounts presented was agreed as follows:

L Perryman – website updates and maintenance....	£75.00
Clerk's salary and expenses.....	£644.24
HMRC – PAYE.....	£87.40
Wescotec (Vehicle Activated Sign) .....	£3,150.00
CALC membership subscription.....	£333.89
Council Insurance with AON Ltd.....	£367.05

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Parish Lengthsman work.....	£208.00
Parish Lengthsman work.....	£189.60
Rob Thatcher – grass cutting work.....	£162.00
N Power – electricity for Parish lighting.....	£53.36
N Power – electricity for Parish lighting.....	£117.47

12. **051708 - DFM Future Meetings:**

The next meeting is an extraordinary meeting to consider and approve the bank account's year ending 31.3.2017, documents for approval of the external auditor and to consider the internal auditor's report. Meeting to be held on the 19<sup>th</sup> June 2017 at 7:30pm.

DRAFT