

## MONKLAND AND STRETFORD PARISH COUNCIL

Minutes for the **Annual Parish Council Meeting**  
Tuesday 22nd May 2018 at 7.30pm in Monkland Village Hall.  
Website : monkland.org

**PRESENT:** Cllr. Alan Turner (Chairman); Cllr K Hindle (Vice Chairman); Cllr Lesley Brook;  
and Cllr R Allen.

Parish Clerk: Mrs Lesley Hay; Ward Cllr Trish Marsh; 2 members of the public. Chris Blaydon –  
Footpath Officer.

Chairman welcomed those present to this the Annual Parish Council Meeting

1. With the retirement of Cllr Alan Turner as Chairman - councillors were invited to elect a new Chairman. Cllr Lesley Brook was proposed, seconded and unanimously elected as Chairman. Cllr Brook accepted and duly signed the Declaration of Acceptance of Chairman form.

Cllr Brook then took over as Chair of the meeting and thanked Cllr Turner for acting as Chairman since the retirement of Cllr Jenny Barnes.

2. Cllr Karen Hindle was proposed; seconded and unanimously re-elected as Vice Chairman.
3. Apologies for Absence: None received
4. All councillors confirmed there were no changes to their Declarations of Interest and Applications for Dispensation during the past year.
5. **Elect other Officers:**

### **5.1 Co-option of new Parish Councillor**

The Chairman explained that due to the retirement of Malcolm Weatherhead, there was a vacancy for a Parish Councillor. The Clerk confirmed that the vacant post has been advertised on the Notice Boards and website for the required and that the Parish Council were now in a position to co-opt.

The Chairman introduced Mr Tony Neave who has shown interest in becoming a Parish Councillor and the Chairman invited Mr Neave to give a short presentation.

The Chairman asked those present if anyone else wished to put their name forward to be considered for the vacant post - as no one came forward - it was proposed, seconded and unanimously agreed to co-opt Tony Neave to the Parish Council.

Mr. Neave accepted the invitation to become a Councillor representing Monkland and Stretford Parish Council and, having signed the appropriate documentation, joined the table as full voting Councillor.

- 5.2 The Clerk, Lesley Hay, was confirmed as Responsible Finance Officer
- 5.3 Footpath Officer – Chris Bladon kindly agreed to continue as Footpaths Officer.
- 5.4 Representatives Village Hall Committee – Mrs Wendy Jancey and Malcolm Weatherhead.

6. To Receive Reports:

- 6.1 Ward Cllr Trish Marsh gave a short report outlining various ongoing issues with regard to Leominster's museum/library and archive facilities.

The Ward Councillor explained that Mcdonalds have applied for planning permission to build and trade from a small site adjacent to Morrison's at the top of Barons Cross. This proposal is receiving considerable reaction from within local community and there are 100+ responses recorded on the planning site as far.

It would appear that the objections are not to the idea of Mcdonalds coming to Leominster but to the proposed site and it is felt that there are other more suitable sites elsewhere within the town boundary.

- 6.2 Policing Matters – although invited there was police representation at the meeting. The Clerk reminded Councillors that PCSO Alford had retired after 47 years and that PCSO Dean Wall was now the local police representative together with PCSO S. Annette who is on secondment from Leominster for 6 months.

- 6.3 Footpath Officer's report had been circulated. The issues surrounding the placing of memorial plaques along Eardisland and Monkland footpaths was discussed at length together with the content of various emails which again had been circulated.

It was agreed the Footpaths Officer extend an invitation to Hugh Vernon to attend the next Parish Council meeting to discuss the scheme in more detail.

7.

**Open session - Matters raised by local residents.**

The Clerk was asked to liaise with the Locality Steward – with regard to a request for the road sweeper to clean along Baker Lea. Also, to liaise regarding the over grown verges along Pleck Lane which are now beginning to affect visibility and to ask the Locality Steward to again look at the drain outside the Cheese Shop.

The issue of Tagwell Lane was raised in that it had been agreed to place a speed restriction of 30 mph on this lane - however, to date, these signs have not been put in place.

There was also discussion that SAT Navigation is, in error, directing huge lorries; HGVs etc down Tagwell Lane. Clerk to enquire if it would be possible to erect a 'not suitable for HGVs' sign.

A 30 mph restriction along Pleck Lane has also been agreed - again no signs have been erected.

There was discussion with regard to the extension of the 50mph signage to the East of the village – in that this formed the major part of the Parish Council's initial request for changes on the approaches to the bridge. It was acknowledged that the Parish Council paid up front for the agreed work to be carried out and while the Parish Council acknowledge other works have been carried out - to date the signage has not been changed.

The Parish Council are aware that these changes are subject to a TRO but, as it now over 12 months since it was agreed, and they felt it should not take this long to get confirmation of a decision that has already been agreed in principal by ADL (on behalf of Balfour Beatty) and the Police Commissioner who financially supported the scheme.

The Parish Council's attention was again brought to the long running campaign to get the speed limit on the A44 reduced from 50 mph to 40 mph.

The Clerk and Ward Cllr Marsh were asked to contact Balfour Beatty; Safer Road Partnership with a request to look again at this ongoing problem particularly in view of the increase in traffic entering and leaving the A44 - which will be associated with the present building of 5 houses on the end of Old Road - and the other outline planning applications that are currently under review.

The Parish Council also discussed the possibility of requesting a greater police presence along the Monkland bypass stretch of road - particularly early on a Sunday morning - when the motor bikes race through the village at speeds far above the 50mph limit. The Clerk will approach the local police representative.

Ward Councillor Trish Marsh was asked to give her support and agreed to follow up these outstanding issues. The Clerk will also send an email outlining the Parish Council's concerns.

### **Chairman Closed open session**

8. To Approve Minutes of Meeting held on Tuesday 20th March 2018

Matters arising and update:

8.1 New Data Protection Laws – the Clerk confirmed that the Audit Report and Action Plan, both requirements under the new legislation, had now been collated by Microshade.

It was proposed, seconded and unanimously agreed to adopt the Audit Report and Action Plan. The Parish Council now meet all the legal requirements set out within the new law regulations.

The Clerk reported having received the following paragraph via an email from Anthony Bush:

*“An amendment has been made to the Data Protection Bill currently proceeding through Parliament that **removes the requirement for parish councils to have a data protection officer**. There is still time for this to change of course until the bill receives royal assent”.*

It would, therefore, appear that it may no longer be obligatory to appoint a DPO but, according to the HALC Information sheet (circulated), it is considered good practice. This option was discussed and it was agreed to continue with Microshade in their capacity of DPO to Monkland and Stretford Parish Council until guidelines become clear.

8.2 Common – Mr Weatherhead agreed to approach Mr Jenkins with regard to the purchase of hay. The Clerk confirmed that Mark Trumper was already dealing with the mole problem on the common.

8.3 Defibrillator – in place and training completed. The Clerk confirmed there are still funds available for replacement batteries/pads etc as and when required.

8.4 Ignite – excellent day – full details covered in the Chairman’s annual report.

8.5 Update road signage – see open session

8.6 The Locality Steward has confirmed that the new kissing gate by the Village Hall car park has been erected in the correct place.

8.7 Newsletter – the Clerk confirmed that the newsletter will be going to print at the end of the month to be distributed in early June – this edition will be slightly different as it will contain a copy of the Show Schedule.

9. Finance Matters:

9.1 End of year Bank Balances – paper copies were made available at the meeting.

9.2 To approve the Annual Governance Statement 2017/2018

The Annual Governance Statement for 2017/2018 was read out by the Chairman 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 To Approve the Annual Accounts for 2017/2018

The Annual Accounts for 2017/2018 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.

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 3rd<sup>h</sup> June 2018 for 30 working days up to and including 13th July 2017.

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

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

9.5 To Consider and Approve payment of outstanding invoices

9.5.1 Schedule of Payments had been circulated

9.5.2 It was unanimously agreed to accept the new insurance proposal from Zurich Municipal at a cost of £167.44 for 2018/2019. Clerk to raise cheque.

9.5.3 It was unanimously agreed to make a donation of £25.00 as a gift for the Internal Auditor – Clerk to purchase a voucher and card of thanks.

9.5.4 Vat reimbursement – clerk confirmed payment had been received.

9.5.5 The Clerk explained that NALC had confirmed an increase in Parish Clerks' salary of 2% dated from 1<sup>st</sup> April and this had been included in the salary cheque for April.

After some discussion – it was agreed to increase the Parish Council's contribution towards the Churchyard maintenance from £150 to £200 for 2018-19. It was also agreed that this contribution would be discussed again at the Precept meeting in November with a view to considering a small increase each year.

10. To Consider adopting the revised Standing Orders (copies of which had been circulated) existing Financial Regulations; Financial Risk Assessment; Code of Conduct; Monkland and Stretford's Safeguarding Statement.

The revised Standing Orders /existing Financial Regulations/Financial Risk Assessment/Code of Conduct were reviewed and accepted for the coming year. All signed and dated by the Chairman and Clerk.

All Councillors present agreed to abide by the Code of Conduct.

It was agreed to adopt Monkland and Stretford's Safeguarding statement and details will be displayed on website and on Notice Boards. Monkland and Streford have not appointed a Safeguarding Officer at this time.

11. Lengthsman - no work sheet necessary at the moment but if a problem does arise during the next two months – please contact the Clerk.

The Clerk was asked to print off a copy of the worksheets from 2017-18 so that Councillors would have an idea of 'what and when' work is undertaken.

The Chairman and Clerk signed the Contract between Herefordshire Council and the Parish Council with regard to the Parish Paths Partnership (P3) and the Parish Lengthsman schemes 2018-2019.

12. Planning matters – no new planning applications have been received since last meeting.
13. Items for the Next Agenda ([no discussion): Sewage; Bank signatories need updating – Clerk to print off the forms.
14. Date of the Next Parish Council Meeting confirmed as Tuesday 24<sup>th</sup> July 2018 – 7.30p.m. Clerk to confirm availability of the Village Hall.

Chairman closed the meeting at 9.00p.m.