

THORNBURY GROUP PARISH COUNCIL

Minutes of the Annual Council Meeting held on Monday 15th May 2023 at 7:00pm, at Edwyn Ralph Village Hall

Members Present: Cllrs. D Manning (Chairman), K Edwards, J Farrant and A Ede.

In Attendance: J Eva (Parish Clerk).

Members of the Public: 3

Members signed their declaration of acceptance of office forms prior to the meeting.

All those in attendance observed a minute's silence in honour of the late Mr Donald Roberts who served the community as a parish councillor and Chairman for many years.

- 1. Election of a Chairman of the Parish Council for 2023/24**
It was **RESOLVED** to elect Cllr. David Manning as Chairman.
Cllr. Manning then signed the Declaration of Acceptance of Chairman form.
- 2. Election of a Vice Chairman of the Parish Council for 2023/24.**
It was **RESOLVED** to appoint Cllr. Ashley Ede as Vice Chairman.
- 3. To receive, consider and approve apologies for absence**
Apologies for absence were received from Cllr. Lewis and Wildig.
- 4. To receive declarations of interest and written requests for dispensation**
None.
- 5. To receive and approve the minutes of the meeting on 27th February 2023**
It was **RESOLVED** to approve the minutes as a true account of the meeting.
- 6. To fill two vacancies in Thornbury and Collington via co-option.**
 - Collington seat - It was **RESOLVED** to co-opt Mr Thomas Edwards
 - Thornbury seats – no applicants available.
- 7. To receive an introduction from the newly elected Ward Councillor Baker.**
Not available.
- 8. Open Session** - to receive the views of residents on parish matters.
Members of the public raised the following points.

Q. Why has the installation of the defibrillator taken so long from point of approval?
A. The parish council ordered the defibrillator in February 2023. The delays are due to the availability of the storage cabinet and when the supplier could arrange for their electrician to install the machine. The parish council were unaware of the potential delays when choosing this supplier.

One resident offered to set up a group of local volunteers to act as first points of contact to guide users of the defibrillator in times of emergency, if required.

Members welcomed this offer, and the clerk will contact the resident in due course.

- Q. How can residents donate towards the purchase of the defibrillator?
- A. The parish council assumed the responsibility for the purchase of a new defibrillator but did not have sufficient funds available for this unforeseen expenditure.

A joint letter of appeal, for public donations towards the purchase of a new machine and cabinet were issued to residents and some businesses in Edwyn Ralph earlier in the year. The letter stated that all donations were to be made by bank transfer to the Village Hall account. From there the funds were deposited into the parish council's account and used for the purchase of the equipment.

Any remaining donations will be put towards the ongoing maintenance of this machine and the purchase of others for the parish.

9. To review representation on outside bodies and volunteer officers for 2023/24.

9.1 Footpaths Officer

It was RESOLVED to appoint Cllr. A Pitt in his absence (*pending his acceptance*).

9.2 Village Hall Representatives

It was RESOLVED to appoint Cllr. A Ede.

9.3 Quarterly finance checks

It was RESOLVED for the Chairman to do the checks.

9.4 Bank signatories

It was RESOLVED to add Cllrs. Manning and Ede.

10. To review Thornbury GPC's policies and (re)adopt them.

10.1 Standing Orders.

10.2 Code of Conduct.

10.3 Financial regulations.

10.4 Complaints procedure.

10.5 Media & Press policy.

10.6 Policy for reviewing Planning Applications.

10.7 Urgent Business between meetings policy.

10.8 Scheme of Delegation to the RFO.

10.9 Equality policy.

It was RESOLVED to approve and re-adopt items 10.1 – 10.9.

11. Finance

11.1 To receive and note the latest bank account balances.

Members noted that the clerk was unable to report the latest account balances at this meeting, as she has not received a bank statement for several months due to the ongoing change of correspondence address process.

11.2 To consider invoices for payment.

There were no new invoices for payment.

11.3 To note payments made between meetings under Clerks Delegated Authority (*Finance Regulations item 5.5*).

The following payments were noted.

Ref	Payee	Amount £	VAT £	Goods/Service
1	HMRC	234.80	-	PAYE Q4
2	Clerk	-	-	Feb/Mar/Apr salary
3	Zurich	351.62	-	Annual Insurance
4	Autela (11072)	57.76	11.55	Payroll

11.4 Precept 2023/24

Members noted receipt of the first part of the Precept.

12. To consider adopting General Power of Competence (GPC)

It was **RESOLVED** to confirm that Thornbury Group Parish Council meets the eligibility criteria to use the General Power of Competence as the power of first resort and intends to exercise this power until the annual meeting of the council in the next ordinary election year. Eligibility criteria: Elected Councillors must equal or exceed two-thirds of total council seats; A CiLCA qualified Clerk.

13. Risk Register

Members considered the Council's risk register.

It was **RESOLVED** not to amend the list but to monitor it throughout the year.

14. Planning

To consider commenting on applications for determination by H'fdshire Council (HC).

14.1 P230779/F The Rise, Collington, HR7 4NA

Change of use of existing agricultural building to stabling, installation of manege, erection of horse walker and lunge pen for private use and hardstanding area.

Type: Planning Permission.

It was **RESOLVED** to support this application.

14.2 P230778/U The Rise, Collington, HR7 4NA

Application for a Lawful Development Certificate for an Existing Use -one dwelling and use of land for residential garden.

Type: Certificate of Lawfulness (CLEUD)

It was **RESOLVED** to support this application.

14.3 P230600/FH The Yeld, Thornbury, HR7 4NJ

Proposed extension

Type: Full Householder

Councillors asked that the members from Thornbury consider the plans and

report back with their recommendation.

15. Defibrillator Update

Members noted that the installation of the machine has been delayed due to the availability of a Community Heartbeat Trust (CHT) electrician. The clerk has contacted CHT on numerous occasions for an update. The estimated date of installation is Monday 26th June.

Members thanked the community, residents, and businesses for their generous donations towards this project. Councillors discussed potential fundraising ideas to support the purchase of two other machines for Collington and Thornbury.

16. Highways / Footpaths / Greenspaces / Environment

Members considered any footpath or highway issues report to HC.

It was RESOLVED to report a damaged telegraph pole on the roadside, on the Bromyard approach to Edwyn Ralph.

17. Information Section and Correspondence

Members received and noted the following correspondence.

- HALC – Wise Owl Training Schedule May – July
- HALC – Information Corner – Election Special
- HC – Election Expenses
- Election Commission – expenses

18. To consider a date for an extraordinary meeting for June 2023

Members agreed to hold the meeting at the end of June after the internal audit.

With no further business the meeting closed at 7:58pm.

Signed Dated