

THORNBURY GROUP PARISH COUNCIL

Minutes of the Ordinary Council Meeting held on Monday 29th January 2024 at 7:00pm, at Edwyn Ralph Village Hall

Members Present: D Manning (Chairman), A Ede, K Edwards, T Edwards, J Farrant, H Lewis, A Pitt, and P Wildig.

In Attendance: J Eva (Parish Clerk) and Ward Cllr. B Baker.

Members of the Public: 2 (Edwyn Ralph)

The Clerk reminded all members to check whether their Register of Interests are all up to date with Herefordshire Council.

1. To receive, consider and approve apologies for absence

All members present.

2. Declarations of Interest and written Requests for Dispensations

None.

3. To receive and approve the minutes of the previous meeting.

It was RESOLVED to confirm as a correct record and sign the Minutes of the Parish Council meeting held on Monday 27th November 2023.

4. Open Session: (10 Minutes)

1. Update from Ward Councillor Baker of Herefordshire Council (HC)

- Highways drain clearance – Cllr Baker understands that the vehicles used to clear roadside drains operates out of Birmingham. He is looking into the current contract arrangements to see if this is the case.
- Police Crime Commissioner – grant funding available to local councils for roads safety.
- Meeting with the Assistant Police and Crime Commissioner – Cllr Baker attended an interesting meeting earlier in the month at Puddlestone Village Hall, attended by 6 representatives from the Hampton Ward.
- National Highways (NH) – Cllr Baker recently met with representatives from NH to discuss local road safety issues, specifically for the A49.
- Children’s Services – performance is steadily improving. Services will remain under HC’s control. HC is working with Leeds City Council to make further improvements.
- Recent flooding – 66 properties in Herefordshire suffered internal flooding. Residents affected are advised that financial and physical support is available from several agencies.
- Norovirus – cases of this highly infectious illness are increasing in Herefordshire.
- The Three Counties Hotel – asylum seekers based at the hotel are being relocated by the relevant authorities.
- Recycling Centres – permit holders (for trailers) are advised that digital permits will be introduced from April.
- HC budget 2024/25 – proposed Council Tax increase of 4.99% will be approved at a HC budget meeting on 9th February 2024.

Cllr Baker was asked if the Morton Meadows car park site in Hereford was going to be redeveloped into housing. Cllr Baker was not aware of any plans and would report back at the next meeting.

2. To receive representations from the Public on parish matters

A member of the public asked for an update from the Edwyn Ralph Neighbourhood Development Plan Steering Group.

Cllr Ede confirmed that following the successful outcome of the local referendum to adopt the NDP on 16th February 2023, no further meetings of the Steering Group are required at this stage.

5. Finance

- a. Members received a financial report and considered any actions as required ([Appx. 1 refers](#))
- b. Members considered and approved the Budget and set the Precept 2024/25 ([Appx. 2 refers](#))
- c. Members considered the NJC recommendation for increase in staff salary scale and agree action as required. **It was RESOLVED** to defer consideration of this item to the next meeting.
- d. Members considered rejoining Herefordshire Association of Local Councils for 2024/25. **It was RESOLVED** not to renew the Council's subscription for 2024/25. This will be reviewed annually.
- e. Members considered and approved a list of invoices for online bank payment. **It was RESOLVED** to approve the following list of payments, as below.

Payee	Details	Budget Heading	Excl. VAT	VAT £	Total amount
Freethought	Domain renewal 2-Years	PC website domain	£100.00	£20.00	£120.00
Freethought	PC website hosting	PC Website domain	£31.67	£6.33	£38.00
Hrfd'shire Council	Uncontested election admin & printing fees	Election fees			
G E Bright Electrical	Installation of defib at Collington	Other	£731.60	£146.32	£877.92
J Eva	December & January salary	Salary (inc. PAYE)			
HALC	HALC & NALC subs. fee 24/25	HALC Mship	£471.55	£94.31	£565.86
Autela Payroll	Q3 Payroll services	Payroll Services	£45.48	£9.10	£54.58
HMRC	PAYE	Salary (inc. PAYE)			£195.60

- f. Members noted a list of cheque and online payments made between meetings, as below.

Payee	Details	Budget Heading	Excl. VAT	VAT	Total amount
Zurich Insurance	Add new assets to existing policy	Insurance			£56.00

6. To consider comments on Planning Applications for determination by HC

- a. P233520/U: Meadow Gate Farm, Thornbury, HR7 4NJ. Certificate of Lawfulness (CLEUD) Occupation of Meadow Gate Farm (Formerly Upper House Farm), Thornbury in breach of the Agricultural Occupancy Condition for a continuous period in excess of 10 years which continues at the date of the application.
It was RESOLVED to note this information.
- b. P240022/FH: Bramblewood, Edwyn Ralph, HR7 4LY. Proposed revision of rear elevation to be extended by approximately 1.8M and incorporate new bi-fold doors.
It was RESOLVED to SUPPORT this application.

7. Parish Defibrillators: Members received an update and considered actions required.

a. Edwyn Ralph: Cllr Edwards is continuing to carry out regular checks of the machine and reports her findings online, directly to The Circuit.

It was RESOLVED for the Clerk to contact The Heartbeat Trust to arrange community training, as per the purchase agreement.

b. Collington: Cllr Farrant arranged the installation of the new machine, on the church wall in Collington. He has now registered it with the national Circuit network.

c. Thornbury: Members decided community funding raising or a grant would be required for the purchase of a new machine.

8. Highways issues: to consider any issues to report to HC, the Highways Authority.

a. To consider the West Mercia PCC - Safer Roads Grant Round 2 Launch.

Members noted the information received. Councillors were unable to consider the grant details in full as the closing date was in the coming days. Unfortunately, the information had been delayed as it was delivered to the Clerk's 'junk' email folder.

b. B4214: from Bromyard to Edwyn Ralph

Members expressed serious concerns at the condition of the road, which is very degraded in parts, with large potholes, worn line markings and crumbling, rutted edges.

It was RESOLVED to report the Parish Council concerns directly to HC for action. Ward Cllr Baker also agreed to report this matter on behalf of the parish. Residents are also welcome to report their concerns about this issue to HC.

9. Parish footpaths: to consider any issues which need to be reported to HC - None.

10. Correspondence – the following information was noted

- a. Herefordshire Natural Flood Management Project - Drop-in Session - 6 Feb 2024
- b. County Plan – additional drop-in sessions - Tuesday 6th February, 1.30 – 2.30pm.
- c. County Plan - questionnaire
- d. Public Realm Round Up – December
- e. HALC Info Corner – December (inc. info on D-Day 80 & Parish Footpath Officer)
- f. Plant Protection Regs 2020 – email from H&S Manager at HC
- g. Locality Steward update
- h. D-Day information

11. Schedule of ordinary meetings for 2024

It was RESOLVED to approve the draft schedule of ordinary meetings for 2024, as below.

All ordinary meetings will take place on the Monday dates, as below, from 7pm start, in Edwyn Ralph Village Hall.

25th March, 20th May, 22nd July, 23rd September, 25th November (budget).

With no further business the meeting closed at 8:00pm.

Signed Dated

Appendix 1

Financial report – January 2024

Spend against budget

INCOME	Budget 2023/24	LIVE 2023/24	Projected by YE
Precept	£5,500.00	£5,500.00	£5,500.00
Bank interest	£10.00	£3.27	£5.00
VAT claim	£280.00	£0.00	£397.00
Donations towards defibrillators		£1,850.00	£1,850.00
Error payment from Hrfd Council			£0.00
Total Income	£5,790.00	£7,353.27	£7,752.00
EXPENDITURE	Budget 2023/24	LIVE 2023/24	Projected spend by YE
Insurance	£360.00	£56.00	£56.00
Village Hall	£0.00	£0.00	£0.00
ICO	£35.00	£35.00	£0.00
Audit fees	£220.00	£220.00	£220.00
HALC Membership	£380.00	£370.26	£370.00
Salary (inc. PAYE)	£3,900.00	£2,738.92	£4,430.00
Salary (overtime)	£0.00	£0.00	£0.00
Clerks Expenses	£0.00	£0.00	£0.00
General Admin	£30.00	£16.88	£17.00
Clerk's home working allowance	£0.00	£0.00	£0.00
PC website domain (pd for 2-yrs)	£125.00	£0.00	£120.00
Election fees (2019)	£500.00	£0.00	£382.00
Salt for 3 parishes	£100.00	£0.00	£0.00
PC anti-virus (2-yrs cover)	£0.00	£0.00	£0.00
SLCC/ALCC membership	£0.00	£0.00	£0.00
Meeting Room Hire	£100.00	£0.00	£150.00
Payroll services	£200.00	£146.45	£238.00
Defibrillator maintenance			
Other	£400.00	£3,065.00	£3,797.00
VAT	£70.00	£292.07	£438.00
Total Expenditure	£6,420.00	£6,940.58	£10,218.00

Ringfenced funds for purchase/maintenance of parish defibrillators for Collington, Thornbury & Edwyn Ralph	
Defibrillator donations received in 2022/23	£2,000.00
Defibrillator donations received in 2023/24 YTD	£1,850.00
TOTAL	£3,850.00
Defibrillator expenditure by YE	£3,760.92
Total donations remaining as of 22.11.2023	£89.08

Income

NatWest Current Account no. 02215292			
DATE	PRECEPT	PAYMENT FROM VILLAGE HALL OF DONATIONS GIVEN BY RESIDENTS TOWARDS THE PURCHASE OF A NEW DEFIB	TOTAL
11.04.2023		£50.00	
21.04.2023	£2,750.00		
04.05.2023		£1,495.00	
16.05.2023		£100.00	
17.05.2023		£30.00	
02.06.2023		£50.00	
21.06.2023		£25.00	
27.07.2023		£100.00	
19.09.2023	£2,750.00		
	£5,500.00	£1,850.00	£7,350.00
NatWest Business Reserve Account no. 24417041			
DATE	BANK INTEREST RES AC		
28.04.2023	£0.64		
31.05.2023	£0.80		
30.06.2023	£0.78		
31.10.2023	£1.05		
TOTAL	£3.27		

Bank reconciliation 20.09.2023 to 29.01.2024

Opening Balance 01/04/2023	NatWest	£5,540.42	£824.31	
		Current Account	Reserves Account	TOTAL
Opening balance		£4,432.44	£824.31	
(+) Receipts		£7,350.00	£3.27	£7,353.27
TOTAL		£11,782.44	£827.58	
(-) Payments		£6,940.58	£0.00	
Balance		£4,841.86	£827.58	£5,669.44
		21.12.2023	19.09.2023	
Bank Statement		£5,956.44	£829.40	£6,785.84
o/s cheques				
	371	£54.58		
	372	£799.32		
Chq lost reissued	355	£260.68		
		1,114.58	0.00	
		£4,841.86	£829.40	£5,671.26

Appendix 2

Thornbury Group Parish Council Precept 2024/25

How is the Precept Calculated?

The Precept is a tax that Parish Council's charge their local electors to meet their budgetary requirements.

Parish Councils do not receive any direct funding from central government and rely on their Precept, plus any other income they generate from services or facilities they provide. The Parish Council Precept is part of the Council Tax and is collected from local electors via their Council Tax payments, it requests this funding from its 'local billing authority' – in our case, Herefordshire Council. The Parish Council is required (in law) to agree a budget before it can set its Precept."

Thornbury Group Parish Taxbase = number of Band D properties in the parish

- Tax base 2023/24 = 196.73
- Tax base 2024/25 = 195.09

Precept calculations based on number of Band D properties in the parish

- Proposed Precept £6,000
- This would mean an approximate increase of 10% per Band D properties
- Band D tax 2024/25 = £30.76 (additional £2.80 per Band D from 2023/24)

Ringfenced funds for purchase/maintenance of defibrillators for Collington, Thornbury & Edwyn Ralph

Defibrillator donations received in 2022/23	£2,000
Defibrillator donations received in 2023/24	£1,850.00
Total	£3,850.00
Defibrillator expenditure by YE (inc. purchase & installation of Edwyn Ralph defib & purchase of cabinet & installation of Collington defib)	£3,760.92
Total remaining by 29.01.2024	£89.08

The Parish Council will

consider its current and future financial obligations when preparing an accurate budget for 2024/25. The increase in insurance costs, staff salary and possible inflation rises should be considered when setting the precept requirement.

The Council is looking to build up a healthy level of financial reserves over the next few years, as required in the Reserves Policy.

Draft budget 2024/25

INCOME	Budget 2023/24	LIVE 2023/24	Projected by YE	DRAFT budget 2024_25	
Precept	£5,500.00	£5,500.00	£5,500.00	£6,000.00	
Bank interest	£10.00	£3.27	£5.00	£5.00	
VAT claim	£280.00	£0.00	£397.00	£430.00	
Donations towards defibrillators		£1,850.00	£1,850.00	£0.00	
Error payment from Hrfd Council			£0.00	£0.00	
Total Income	£5,790.00	£7,353.27	£7,752.00	£6,435.00	
EXPENDITURE	Budget 2023/24	LIVE 2023/24	Projected spend by YE	Draft budget 2024_25	Comments
Insurance	£360.00	£56.00	£56.00	£400.00	Estimated figure based on 2023 @ £351.62 with the addition of Collington defib/cabinet
Village Hall	£0.00	£0.00	£0.00	£0.00	PC no longer provides an annual grant to the VH
ICO	£35.00	£35.00	£0.00	£35.00	Fee has remained unchanged for several years
Audit fees	£220.00	£220.00	£220.00	£250.00	Estimated figure based on 2023 @ £220.00
HALC Membership	£380.00	£370.26	£370.00	£0.00	Fee has increased by approximately £100.00 from 23/24 to 24/25
Salary (inc. PAYE)	£3,900.00	£2,738.92	£4,430.00	£4,670.00	Includes PAYE + local government payrise (£1 per hour)
Salary (overtime)	£0.00	£0.00	£0.00	£0.00	No overtime required
Clerks Expenses	£0.00	£0.00	£0.00	£0.00	No expenses expected
General Admin	£30.00	£16.88	£17.00	£50.00	Printing & stationery costs
Clerk's home working allowance	£0.00	£0.00	£0.00	£0.00	Electrical/home usage etc - the Clerk doesn't claim
PC website domain (pd for 2-yrs)	£125.00	£0.00	£120.00	£0.00	Paid in 23/24 for 2-years
Election fees (2019)	£500.00	£0.00	£382.00	£200.00	Ringfence for elections each year
Salt for 3 parishes	£100.00	£0.00	£0.00	£0.00	Unknown if required
PC anti-virus (2-yrs cover)	£0.00	£0.00	£0.00	£0.00	
SLCC/ALCC membership	£0.00	£0.00	£0.00	£0.00	
Meeting Room Hire	£100.00	£0.00	£150.00	£200.00	Estimated cost - hourly rate unknown
Payroll services	£200.00	£146.45	£238.00	£250.00	Slight increase is expected
Defibrillator maintenance				£300.00	Replace pads
Other	£400.00	£3,065.00	£3,797.00	£200.00	
VAT	£70.00	£292.07	£438.00	£150.00	Estimated amount
Total Expenditure	£6,420.00	£6,940.58	£10,218.00	£6,705.00	