

## **THORNBURY GROUP PARISH COUNCIL**

### **Minutes of the Ordinary Council Meeting held on Monday 25<sup>th</sup> March 2024 at 7:00pm, at Edwyn Ralph Village Hall**

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

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

**Members of the Public:** 15

**1. To receive, consider and approve apologies for absence**

Apologies for absence were received from Cllrs T Edwards and P Wildig.

**2. Declarations of Interest and written Requests for Dispensations**

None.

**3. To receive and approve the minutes of the previous meeting on 29<sup>th</sup> January 2024.**

**It was RESOLVED** to confirm as a correct record and sign the Minutes of the Parish Council meeting held on Monday 29<sup>th</sup> January 2024.

**4. Open Session: (10 Minutes)**

Parishioners in attendance expressed their concern at the condition of the B2414, from Bromyard towards Edwyn Ralph.

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

Cllr Baker listened to the concerns raised by each resident. He acknowledged the hazardous condition of this section of highway which is pitted with multiple deep potholes. The water runoff is eating away at the existing potholes and edges of the highway surface as it meets the vegetation. The Parish Council and several parishioners have reported their concerns directly to Herefordshire Council (Highways Authority) and Balfour Beatty Living Places (BBLP) on multiple occasions. Those present agreed that the entire section of this section of highway needs to be completely resurfaced as temporary fixes will not hold.

Cllr Baker acknowledged the concerns raised. He confirmed that he too has reported this issue via the usual channels but as, yet no action has been taken. Cllr Baker agreed to escalate this matter directly to the Highways Accident Investigation & Safety Manager and other senior managers within the Highways Team after this meeting.

Residents were encouraged to keep reporting the matter to HC and BBLP until it has been repaired – this can be done via HC's reporting portal on their website or via the BBLP helpline 01432 261800.

**2. To receive representations from the Public on parish matters**

As above.

**5. Planning Matters**

Members noted the Herefordshire Local Plan & Local Transport Regulation 18 Public Consultation has started - dates and locations of the consultation events, held around the county, have been circulated. Residents can submit their comments directly to Herefordshire Council, via an online questionnaire. [Draft Herefordshire Local Plan \(Regulation 18\) consultation – Herefordshire Consultations](#)

## 6. Finance

- a. To consider the March 2024 finance report and bank statements.  
Members considered the finance report in detail. The spend against budget, income received and bank reconciliation from 30<sup>th</sup> January to 24<sup>th</sup> March 2024, were noted. £89.08 remains in the ringfenced funds for the community defibrillators.
- b. To consider the NJC recommendation for increase in staff salary scale and agree action as required.  
Members acknowledged the NJC recommendation and agreed to implement the action in the new financial year. The Clerk was happy with this decision.
- c. To considered and approve the following invoices for online or cheque payment.

Payee	Details	Budget Heading	Excl. VAT	VAT £	Total amount
HMRC	PAYE Q4	Salary (inc. PAYE)	-	-	£195.60
J Eva	Feb & Mar salary	Salary (inc. PAYE)			

- d. To note a list of cheque and online payments made between meetings.

Payee	Details	Budget Heading	Excl. VAT	VAT £	Total amount
Autela Payroll	Q2 Payroll services	Payroll Services	£45.48	£9.10	£54.58

- e. Members noted that PKF Litle John have been appointed by the Smaller Authorities' Audit Appointments to act as external auditors for 5 financial years 2022/23 to 2026/27.
- f. Internal audit – to consider arrangements for the appointment of an internal auditor. Members noted that the HALC Internal Audit Service is only available to members, and therefore, the Parish Council will need to appoint a new internal auditor for 2023/24.

**It was RESOLVED** to instruct the Clerk, in liaison with the Chairman, to source a new internal auditor which specialises in the Parish Council sector. Expenditure for this appointment must fall within budget.

## 7. Risk Registers

Members reviewed the Risk Register in detail and considered any necessary action.

## 8. Parish Council Insurance Cover

- a. Review of current insurance schedule and asset register.  
The insurance cover and asset register were reviewed with no changes identified. The Clerk confirmed that the new defibrillator cabinet and noticeboard in Collington are included in the cover. The defibrillator in Edwyn Ralph is covered by The Community Heartbeat Trust.
- b. To consider insurance renewal quotations for 2024/25.  
Members considered 3 quotations for the insurance renewal.

**It was RESOLVED** to appoint Zurich Insurance at an annual cost of £379.62.

## 9. Parish Defibrillators

No action required. The two defibrillators are monitored regularly by Cllrs K Edwards and J Farrant. The Clerk is awaiting confirmation of possible cardiac training dates from The

Community Heartbeat Trust. This training will incur no additional cost as it forms part of the original purchase package. Training places will be limited.

**10. Highways/Footpaths**

**Members** considered any issues for reporting to Herefordshire Council.

**It was RESOLVED** to report the following highways issues to Herefordshire Council  
Hazardous condition of the B4214 from Bromyard toward Edwyn Ralph.

Persistent highway flooding problem on the B4214, near the turning toward Rowden Abbey.

**11. Herefordshire Council Consultations**

Members considered both consultations.

- a. Consultation on Licensing of Sex Establishments Statement of Licensing Policy.
- b. Consultation on Gambling Policy – Statement of Principles 2024 – 2027.

**It was RESOLVED** to note the information.

**12. Information Section and Correspondence:**

Members noted the information, as listed below.

- a. HALC – Information Corner 11<sup>th</sup> March 2024 (inc. LTN 87-Procurement & email briefing)
- b. Locality Steward Briefing 15<sup>th</sup> March 2024
- c. Hedgehogs R Us 2024
- d. Great Collaboration Update
- e. Public Realm Update – February 2024
- f. PCC Notice of Election
- g. The Survivor Pathway information
- h. We Don't Buy Crime information
- i. Adopted Herefordshire Minerals & Waste Local Plan
- j. Play Your Part in the Great Herefordshire Clean Up

**13. To raise items for the next scheduled parish council meeting (no discussion)**

Members to contact the Clerk with any items for consideration, ahead of the next meeting.

**14. To note the date and time of the next Parish Council meeting**

Monday 20<sup>th</sup> May 2024

Annual Parish Meeting at 6:45 pm with the Annual Council Meeting to follow straight afterwards.

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

Signed ..... Dated .....

## Appendix 1

Financial report – March 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	£9.15	£5.00
VAT claim	£280.00	£397.14	£397.00
Donations towards defibrillators		£1,850.00	£1,850.00
Error payment from Hrfd Council			£0.00
<b>Total Income</b>	<b>£5,790.00</b>	<b>£7,756.29</b>	<b>£7,752.00</b>
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	£3,456.28	£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	£131.67	£120.00
Election fees (2019)	£500.00	£382.02	£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	£191.93	£238.00
Defibrillator maintence			
Other	£400.00	£3,796.60	£3,797.00
VAT	£70.00	£473.82	£438.00
<b>Total Expenditure</b>	<b>£6,420.00</b>	<b>£9,130.46</b>	<b>£10,218.00</b>

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

## Income

DATE	PRECEPT	PAYMENT FROM VILLAGE HALL OF DONATIONS GIVEN BY RESIDENTS TOWARDS THE PURCHASE OF A NEW DEFIB	VAT CLAIM	RESERVES AC INTEREST	TOTAL
11.04.2023		£50.00			
21.04.2023	£2,750.00				
28.04.2023				£0.64	
04.05.2023		£1,495.00			
16.05.2023		£100.00			
17.05.2023		£30.00			
31.05.2023				£0.80	
02.06.2023		£50.00			
21.06.2023		£25.00			
30.06.2023				£0.78	
27.07.2023		£100.00			
31.07.2023				£0.93	
19.09.2023	£2,750.00				
29.09.2023				£0.95	
31.10.2023				£1.05	
30.11.2023				£0.99	
29.12.2023				£0.96	
30.01.2024			£397.14		
31.01.2024				£1.09	
29.02.2024				£0.96	
	£5,500.00	£1,850.00	£397.14	£9.15	<b>£7,756.29</b>

## Bank reconciliation 30th January to 24th March 2024

Opening Balance 01/04/2023		NatWest	£824.31		
			Current Account	Reserves Account	TOTAL
Opening balance			£4,432.44	£824.31	
(+) Receipts			£7,747.14	£10.14	<b>£7,757.28</b>
TOTAL			£12,179.58	£834.45	
(-) Payments			£9,130.46	£0.00	
Balance			<b>£3,049.12</b>	<b>£834.45</b>	<b>£3,883.57</b>
			21/03/2024	29.02.2024	
Bank Statement			£3,309.80	£834.45	<b>£4,144.25</b>
o/s cheques					
	355	£260.68			
			260.68	0.00	
			<b>£3,049.12</b>	<b>£834.45</b>	<b>£3,883.57</b>