

# MINUTES OF THE ANNUAL MEETING OF THORNBURY GROUP PARISH COUNCIL HELD ON MONDAY 20<sup>th</sup> MAY 2024, AT 7PM IN EDWYN RALPH VILLAGE HALL.

**MEMBERS PRESENT:** Cllrs A Ede, K Edwards, D Manning and A Pitt.

**ALSO, PRESENT:** Jennifer Eva (Parish Clerk) and 4 residents.

## 1. ELECTION OF CHAIR

- 1.1 It was unanimously **RESOLVED** to elect Cllr. Ashley Ede as Chair. Cllr. Ede duly signed his Declaration of Acceptance of Office.

## 2. ELECTION OF VICE CHAIR

- 2.1 It was unanimously **RESOLVED** to elect Cllr. Kitty Edwards as Vice Chair.

## 3. APOLOGIES

Apologies were received from Cllrs T Edwards, J Farrant, H Lewis, P Wildig, and Ward Cllr B Baker.

## 4. DECLARATIONS OF INTEREST

- 4.1 Register of Interests – Members noted the need to update their Register of Interests.
- 4.2 To declare any Disclosable Pecuniary Interests (DPI) and other interests in items on the agenda as required by the Parish Council's Code of Conduct for Members and by the Localism Act 2011. Requests for dispensations must be made in writing, addressed to the Clerk, and received as soon as possible before the meeting. Failure to register or declare a DPI may result in the commission of a criminal offence.

None.

## 5. MINUTES OF THE PREVIOUS MEETING

- 5.1 It was unanimously **RESOLVED** to approve and sign the minutes of the meeting held on Monday 25<sup>th</sup> March 2024 as a correct record.

## 6. CO-OPTION

- 6.1 To fill one remaining vacancy via co-option for Thornbury.  
It was **RESOLVED** to co-opt Mr William Keown-Boyd as a new member that will represent the residents of Thornbury.

## 7. PUBLIC SESSION

### 7.1 Public questions for parishioners.

Potholes / Footpaths: residents raised their concerns regarding the overgrown state of some parish public footpaths and ongoing issues with potholes.

- PROW (Public Right of Way) ER6: very overgrown and difficult to walk.  
It was **RESOLVED** to report this to HC.
- Drainage gully, near the track by the village hall, is full. Run off is originating from HC property and blocking two further gullies which leads to erosion of the lane and more potholes.  
It was **RESOLVED** to raise this with Ward Cllr Baker.
- Potholes – safety concerns at the state of the B4214, from Bromyard to Edwyn Ralph, particularly near to the Rowden Abbey turn off. The Local Highways Authority (HC) have recently spot filled some of the deepest potholes, however, the condition of the road is still unsatisfactory.  
It was **RESOLVED** to monitor the condition and to report and new or developing potholes to HC.

## 8. POLICIES AND PROCEDURES

- 8.1 Review of the council's policies, procedures, and practices.
- Standing Orders
  - Code of Conduct
  - New Financial Regulations
  - Risk Register
  - Scheme of Delegation
  - Online payment procedure

It was **RESOLVED** to adopt policies A to F.

## 9. ASSET REGISTER

- 9.1 Members reviewed the asset register and noted that several items listed are no longer viable and of any use and therefore should be disposed of. Other items listed with no financial value, but still in use, will remain on the asset register.

It was **RESOLVED** to create a disposal register where items as listed below will be included and written off.

- Lenovo IdeaPad 330
- Original defibrillator / cabinet (ER)

## 10. FINANCE

- 10.1 To approve invoices for payment - two Councillors to sign.

Payee	Details	Budget Heading	Excl. VAT	VAT £	Total amount
HMRC	PAYE	Salary & PAYE	-	-	65.20
HMRC	PAYE	Salary & PAYE	-	-	65.20
J Eva	Salary April	Salary & PAYE	-	-	-
J Eva	Salary May	Salary & PAYE	-	-	-
Autela Payroll Services	Payroll Q4 & EOY HMRC	Payroll	80.54	16.10	96.64
J Eva	Declarations of Interest Book	Stationery	-	-	5.50
Ruth Mullett	Internal Audit	Internal Audit	-	-	-

It was **RESOLVED** to approve the invoices listed above for payment. Cllr K Edwards checked and signed the schedule of payments form.

- 10.2 Internal Auditor – to note the report from the Internal Auditor and consider any actions arising from the report.

It was **RESOLVED** to call an extraordinary meeting in June to consider this item as the paperwork is still with the internal auditor.

- 10.3 To review the bank mandate.

It was **RESOLVED** to defer this item until the next ordinary meeting when more councillors are present.

- 10.4 To review bank signatories.

It was **RESOLVED** to defer this item until the next ordinary meeting when more councillors are present.

- 10.5 Annual Governance and Accountability Return 2023/24 – to approve the Annual Governance Statement for 2023/24.

- 10.6 Annual Governance and Accountability Return 2023/24 – to consider and approve the End of Year Accounts and Accounting Statements for 2023/24

- 10.7 To agree the dates for the Public Inspection of the Accounts commencing on 3rd June 2024 to 12th July 2024.

10.8 As the Council's higher gross income did not exceed £25,000.00 in the year to 31st March 2024 to RESOLVE to certify themselves as exempt from a limited assurance review.

It was **RESOLVED** to hold an extraordinary meeting in June to consider items 10.5 to 10.8 as the paperwork is still with the internal auditor.

## 11. PLANNING MATTERS

11.1 To consider commenting on application for determination by Herefordshire Council.

- a. 241076 ... Folly Barn, 1 Horton Mews, Thornbury, HR7 4NG  
Proposed extension of an existing garden workshop by adding a single, timber garage on a concrete base.  
Type: Full Householder.

This application was considered, and it was **RESOLVED** to **SUPPORT**.

- b. P240896/F ... Meadow Gate Farm, Thornbury, HR7 4NJ  
Proposed removal of condition 2 of planning permission MH 2389/81 (Agricultural dwelling house) - to remove the agricultural occupation of the dwelling.  
Type: Planning Permission.  
This application was considered, and it was **RESOLVED** to **OBJECT** as the removal of the agricultural occupation condition would be detrimental to the rural community.

11.2 Local Transport Consultation (LTC)

Members considered the LTC, and it was **RESOLVED** for Councillors to encourage local people to complete the survey directly with Herefordshire Council.

## 12. HIGHWAYS / FOOTPATHS / TRAFFIC

12.1 Members considered any issues to report to Herefordshire Council.

It was **RESOLVED** to report speeding concerns through Edwyn Ralph and those issues raised by residents under item 7. Public Session.

## 13. INFORMATION AND CORRESPONDENCE

13.1 Members noted the following information and correspondence received.

- a. West Mercia Police - Economic Crime Unit - Fraud & Scam Bulletin.  
b. Great Collaboration Herefordshire – May Newsletter.  
c. Herefordshire Street Works Report W/C 13.05.2024.  
d. Bi - monthly face to face briefing in Thorn Depot – 12pm on Tuesday 18th June .

## 14. DATE OF THE NEXT ORDINARY MEETING

Members noted that the next ordinary meeting will take place on Monday 22<sup>nd</sup> July, from 7pm in Edwyn Ralph Village Hall.

With no further business the meeting was closed at 8pm

Signed by Cllr Ashley Ede ..... Dated .....