

**MINUTES OF THE ANNUAL MEETING OF THORNBURY GROUP PARISH COUNCIL
HELD ON MONDAY 18TH MAY 2026, AT 7:15PM IN EDWYN RALPH VILLAGE HALL**

Members Present: Ashley Ede, Kitty Edwards (Vice Chair), Jim Farrant, William Keown-Boyd, Henry Lewis and David Manning.

Also, Present: Jennifer Eva (Clerk), and Ward Cllr Bruce Baker.

26/26 ELECTION OF CHAIRMAN OF THE COUNCIL

It was unanimously RESOLVED to elect Cllr Ashley Ede as Chair of the Council for 2026/27. The new Chairman to sign the Declaration of Acceptance of Office.

26/27 ELECTION OF VICE CHAIRMAN OF THE COUNCIL

It was unanimously RESOLVED to elect Cllr Kitty Edwards as Vice Chair of the Council for 2026/27.

26/28 TO RECEIVE APOLOGIES FOR ABSENCE

LGA 1972, S85 (1)

Apologies for absence were accepted from Cllrs Tom Edwards and Phil Wildig.

26/29 TO RECORD ANY DECLARATIONS OF INTEREST AND CONSIDER ANY REQUESTS FOR DISPENSATION

None.

26/30 TO CONSIDER APPROVAL OF MINUTES OF THE PREVIOUS MEETING HELD ON 30th MARCH 2026

It was RESOLVED to confirm as a correct record and sign the Minutes of the Meeting held on 30th March 2026.

26/31 OPEN SESSION

a. Herefordshire Council (HC) Ward Councillor Bruce Baker update.

- HC's financial position remains positive, with capital investment and financial performance described as satisfactory.
- HC have appointed Paul Satoor as the new CEO following the retirement of Paul Walker.
- Local Government Boundary Commission for England released draft recommendations for a complete new political map of Herefordshire Council. There are no proposed changes for the Hampton Ward.
- HC has introduced 30 minutes of free parking through the Pop and Shop scheme.
- HC has started a new waste collection contract using electric refuse vehicles. These vehicles will only operate in Hereford.
- HC has invested £4m into housing solutions for homeless people, vulnerable people and children leaving care.
- HC offers an Empty Properties Grant Scheme providing up to £50,000 per property to help owners renovate long-term vacant homes and bring them back into use.
- Herefordshire Parking Strategy 2026–2041 will be adopted in July 2026 following

a public consultation that runs from 13 May to 3 June 2026.

- Tamsin Clive was appointed as the new High Sheriff of Herefordshire for 2026/27.
- b. Public questions for parishioners – none.

Cllr Baker left the meeting.

26/32 THORNBURY GROUP PARISH COUNCIL POLICIES AND (RE)ADOPT

- a. Standing Orders
- b. Code of Conduct
- c. Financial Regulations
- d. Risk Schedule and Financial Controls
- e. Complaints Procedure
- f. Equality Policy
- g. Policy for dealing with Planning Applications received between meetings
- h. Grievance Policy
- i. Online payment procedure

Following consideration of the policies and procedures listed at items a–i, it was **RESOLVED** to approve them as presented.

- j. Bank signatories / online payment approvers.

It was RESOLVED to reinvestigate the possibility of changing banks from NatWest to Lloyds and increasing the number of signatories. In the meantime, the existing signatories will remain unchanged from Cllr Kitty Edward and Phil Wildig.

- k. To reconfirm eligibility to act under the General Power of Competence (GPOC).

It was RESOLVED to reconfirm the parish council's eligibility to act under the GPOC.

P26/33 FINANCE

1. To consider the End of Year Finance Report.
It was **RESOLVED** to accept the report as presented.
2. To consider and approve the Internal Audit Report.
Following consideration of the Internal Audit Report, it was **RESOLVED** to receive it.
3. To consider and approve the Annual Return Governance Statement.
Members considered Section 1 of the Annual Governance and Accountability Return and responded '**YES**' to each assertion and '**N/A**' to the ninth assertion.
4. To consider and approve the Annual Return Accounting Statements.
It was unanimously **RESOLVED** that the Chair and Clerk/RFO sign.
5. To confirm the dates for the period for the exercise of public rights.
 - Date of announcement: Monday 8th June 2026
 - Commencement date: Tuesday 9th June 2026
 - End date: Monday 20th July 2026
6. Certificate of Exemption
As the Council's higher gross income did not exceed £25,000 for the financial year ending 31 March 2026, Members **RESOLVED** to certify the Council as exempt from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015.
7. To consider the internal auditor for 2026/27.
It was **RESOLVED** to appoint Ruth Mallet as the internal auditor for 2026/27.

8. To continuing to use the “payments and receipts” accounting method for 2026/27 and the use of BACS payments.
9. To consider the following invoices for payment via online transfer;
 - a. Clerk ... salary April and May
 - b. Clerk ... printer cartridge
 - c. Ruth Mullett ... Internal Audit ... £200.00

It was RESOLVED to approve the list of payments above.

10. To ratify the following payment made between meetings under the Clerk’s delegated authority.

Autela ... Payroll Jan, Feb, Mar and HMRC EOY ... £85.00+ vat.

It was RESOLVED to ratify the above payment.

11. To note the first part of the Precept was received on 21st April 2026.

P26/34 SAFER NEIGHBOURHOODS TEAM

Members noted that Senior PCSO Sue Berret had left her post and wished her well in her new role.

P26/35 HIGHWAYS / FOOTPATHS / TRAFFIC

It was reported that two vehicles had sustained punctures after striking potholes while travelling through Collington. Further potholes were reported on the road near New Cross Farm.

P26/36 TO CONSIDER INFORMATION AND CORRESPONDENCE RECEIVED

Members noted the general information circulated by the Clerk via email.

P26/37 NEXT MEETING

The date of the next Ordinary Meeting is 27th July 2026.

With no further business the meeting closed at 8.14pm.

Signed Chairman of the Parish Council