

ALMELEY PARISH COUNCIL
Minutes of the Meeting of the Parish Council
Held on Wednesday 13th May 2020 at 7.30pm online via Zoom
Due to the Coronavirus pandemic

Present: Councillors: Liz Tucker (Chair), Michael Handley, Bee Held, Allan Payne, Martin Skyrme and Andy Cross.

In attendance: Emma Thomas – Clerk

Public: 4

1. To receive apologies for absence

None

2. To receive declarations of interest and written requests for dispensation

None

3. To remind councillors to review their Register of Interests form held with Herefordshire Council.

NOTED

4. To approve the minutes of the previous meetings – 11th March 2020

The minutes were APPROVED and will be signed as soon as possible.

5. Open session

5.1 To receive views of local residents on parish matters

The following matters were raised:

- Broadband is coming to Woonton – supplied by Gigaclear although timings are not yet known.
- Was there any information on the TRO's – *not since the lockdown.*

6. To note the attendance record at meetings of councillors during 2019-20.

NOTED

7. Council Policies and Powers:

7.1 To note that due to the Coronavirus Pandemic, there is no requirement for an Annual Meeting of the Parish Council this year. (The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020)

NOTED

7.2 To note that therefore Committee Structures; Council Powers; Banking Signatories and Council Policies will all remain in place for a further year until May 2021 without need for review.

NOTED

8. Finance

8.1 To note the End of Year bank balance finance report and sign both. – Appendix 1

The clerk REPORTED that income was as budgeted, and expenditure was slightly less than budgeted. This means that Council reserves are now at a sustainable level. The report was APPROVED as evidence of budget monitoring.

8.2 To consider and approve the internal audit report 2019-20 – Appendix 2

It was RESOLVED to approve the Internal Audit report.

8.3 To consider and approve the Annual Governance Statement – Appendix 3

It was RESOLVED to approve the governance statements as in order and AGREED they should be signed as soon as possible.

8.4 To consider and approve the Annual Return Accounting Statements – Appendix 4

It was RESOLVED to approve the accounting statements and AGREED they should be signed as soon as possible.

8.5 To consider eligibility for audit exemption and sign the certificate

It was RESOLVED that the Council are eligible to be exempt from an external audit and that the certificate should be signed as soon as possible.

8.6 To review the parish council insurance policy and decide on any amendments required then approve renewal

The insurance policy was REVIEWED. It was AGREED that no further amendments were needed and that the invoice for £376.72 could be paid.

8.7 To consider the internal auditor for 2020-21

It was RESOLVED to continue using Mr. P. Brough as Internal Auditor.

8.8 To consider continuing to use the “payments and receipts” accounting method for 2020-21

It was RESOLVED to continue using this accounting method for 2020-21.

8.9 To note VAT return 2019-20 £186.04

NOTED

8.10 To note the following payments made between meetings under Clerks Delegated Authority (Finance Regulations item 5.5):-

- 8.10.1 Smiths of Derby – Church Clock Service £290.40
- 8.10.2 Harper-Smith – Web support 2020-2021 £50
- 8.10.3 Almeley Village Hall – Meeting room hire £20
- 8.10.4 Clerks April Salary
- 8.10.5 Clerks expenses £39.47

NOTED

8.11 To note the submission of a grant application to Herefordshire Council for £71.94 to cover the Zoom Subscription for the next 6 months of online meetings.

NOTED

8.12 To note the following receipts:

- £71.94 Grant payment for Zoom
- £7925.00 Precept part 1.
- £186.04 VAT Return

NOTED

9. Planning

9.1 To note Planning Appeal (application 173699) comment submitted under “Planning Between Meetings Policy” – Appendix 5

NOTED

9.2 To consider planning applications for determination by Herefordshire Council

9.2.1 200926 - Spring Grove Farmhouse, Almeley, Hereford, Herefordshire HR3 6PX

Proposed two story extension to rear and side of existing building to allow additional multi-generational family accommodation - to include change of use of land to residential use.

It was RESOLVED to object to this application for the following reasons:

- The applications should be two separate ones – one for change of use and the other for the extension.
- The information is unclear and lacking.
- The area being applied for change of use seems overly large for the extension requested.
- It is not compliant with NDP Policies – see below.
- The proposal appears to increase the floor area of the property by almost 3 times.
- Because of the poor quality of the drawings it is difficult to accurately envisage the final appearance of the building but it appears to use a rather ad-hoc mixture of styles and materials which may affect compliance with policies ALM1a and ALM5a and ALM5b.
- The drawing shows 5 large first floor rooms although only 3 are identified as bedrooms. There are 3 first floor bathrooms. The existing house has 2 first floor bedroom sized rooms.
- The application states that there is an existing package drainage system but no information is provided as to its adequacy to satisfactorily process and dispose of effluent from a large increase in residents.
- No percolation tests have been documented that would demonstrate the viability of the land to cope with the potential increase in waste water and additional runoff. There is, of course, no mains drainage available.
- No landscaping scheme as required by ALM2 is provided.
- No sustainability information as required by ALM6 is provided.

10. To note date of next scheduled meeting – 8th July 2020

NOTED

The meeting closed at 20.14

Signed: _____ Dated: _____