

# Abbeydore & Bacton Group Parish Council

## Minutes of the Annual Meeting of Abbeydore and Bacton Group Parish Council held in Abbeydore Village Hall on Tuesday 2<sup>nd</sup> May 2017

### Present

No ABPC/MW/086

Councillor Mr D R Watkins Chairman  
Councillor Mrs M J Jenkins Vice - Chairman  
Councillor Mr D Bannister  
Councillor Mr D Cook  
Councillor Mrs W Gunn  
Councillor Mr M Jenkins  
Councillor Mr T Murcott  
Clerk Mr M Walker

### Also Present

PC Roger Bradley Response Officer, PCSO Pete Knight representatives from the Local Policing Team and one further member of the public

**The Annual Group Parish Council Meeting was formally opened by the Chairman at 8.05pm**

#### **1.0 Election of Chairman & Vice - Chairman**

Councillor **Mr David R Watkins** having been nominated unopposed was elected to the post of **Chairman** for the year 2017-2018 duly signed the appropriate Acceptance of Office form  
Proposed by Councillor Mr Toby Murcott and Seconded by Councillor Mr Dave Cook

Councillor **Mrs Margaret J Jenkins** having been nominated unopposed was elected to the post of **Vice – Chairman**  
Proposed by Councillor Mr Toby Murcott and Seconded by Councillor Mr Dave Cook

#### **2.0 Apologies for Absence**

Apologies were received from Councillor Mr W Millington  
Ward Councillor Mr Graham Powell not present due to leaving the area

#### **3.0 Declarations of Interest & Dispensations**

**3.1** To receive any declarations of interest in agenda items from Councillors  
There were no declarations of interest made

**3.2** To consider any written applications for dispensation  
There were no written applications for dispensation made

**3.3** All Parish Councillors reviewed their Notice of Registrable Interests Forms,  
with no amendments being made

#### **4.0 Minutes**

The Minutes of the Ordinary Meeting of Abbeydore & Bacton Group Parish Council No ABPC/MW/085 held on Tuesday 7<sup>th</sup> March 2017 were unanimously confirmed as a true record and signed by the Chairman.

#### **5.0 Financial Report**

**5.1** The Parish Council **Resolved Unanimously** to ratify the 2016 - 2017 accounts as presented *See appendix No1*  
Financial year ending 31<sup>st</sup> March 2017 printed form signed by Councillor Mr D R Watkins Chairman and Clerk Mr M Walker

2016-2017 year end Account Balances and Reconciliation approved and signed by Councillor Mr D R Watkins Chairman and the Clerk/RFO Mr Malcolm Walker *See appendix 2*



**5.2** The Annual Governance Statement “Section 1” was read to the Parish Council and all responses were **Unanimously Approved** signed by Councillor Mr D R Watkins Chairman and Clerk Mr M Walker

**5.3** The Chairman signed the Annual Audit Return form “Section 2” as did the Clerk / RFO

**5.4 Bank Balances** as per statements @ 4<sup>th</sup> April 2017

Treasurers Account (Current)	£7,164.40
End of Financial Year Balance £7,355.80	
Bank Reconciliation £7,355.80 to agree with end of year balance	
Business Bank Instant Account (Deposit)	£4,049.49
Bank Reconciliation £4,049.49 to agree with end of year balance	

#### **Receipts**

Parish Council Precept 1 <sup>st</sup> Part 19 <sup>th</sup> April 2017 HC100153 reference 2224631	£4,600.00
HM Revenues & Customs 01/04/2016-31/03/2017 reimbursement of VAT	
£1,975.02 {claimed not yet received}	

#### **Payments**

Clerk’s Salary March 2017 Gross	£319.07
Mileage	£4.32
Postage	£5.60
HMR&C TAX £63.80 NIC £0.00	
Nett Salary £265.19	
Cheque No 000789	
HMR&C TAX & NIC 4 <sup>th</sup> Quarter January February March	£191.40
Cheque No 000790	
Clerk’s Salary April 2017 Gross	£319.07
Mileage	£15.62
Postage	£3.32
Computer Software (1/5 share)	£28.80
Hall Heating	£3.00
HMR&C TAX £63.80 NIC £0.00	
Nett Salary £306.01	
Cheque No 000791	
Zurich Insurance 01/06/2017-31/05/2018	
Cheque No 000792 *See Item 5.9	£286.73
Mrs Julie Cole Internal Auditor A&BGPC02/05/17	£35.00
Cheque No 000796	

**Resolved** unanimously that all payments are approved

Councillor Mr T Murcott perused and checked the Accounts File for 2016-2017 and found no anomalies or discrepancies in the paperwork, also assessed risk and found no issues. Internet Banking remains only for the Parish Clerk to access & view Bank Statements.

**5.5** There were no actions required from the Internal Auditor’s Report for 2016-2017

**5.6** The scope of the Internal Audit for 2017-2018 was confirmed

The Internal Audit Plan was agreed and signed by Councillor Mr D R Watkins Chairman

**5.7** The Parish Council confirmed the re-appointment of Mrs J Cole as their internal auditor for 2017 - 2018

**5.8** Lloyds Mandate Form Update

The Lloyds Mandate Form was left unchanged

**5.9** Parish Council Insurance

\*The Parish Council resolved to stay with Zurich Insurance for the year 2017-2018



## 6.0 Election of Delegates

### ***Abbeydore Village Hall Committee***

Councillor Mr D Watkins as Trustee and Delegate

Councillor Mrs W Gunn as Delegate

### ***Bacton Village Hall Committee***

Councillor Mr W H Millington as Delegate

Councillor Mr M J Jenkins as Delegate

### ***The William Hoskins Charity***

Councillor Mr D Watkins as Delegate

Councillor Mrs M J Jenkins as Delegate

### ***Friends in Need***

Councillor Mr D Cook as Delegate

Councillor Mrs W Gunn as Delegate

{For information only Representatives Hazel Prowse, Jean Griffiths and the Vicar}

## 7.0 Policy Reviews

### **7.1 To review Parish Council's Standing Orders**

The Parish Council reviewed their Standing Orders with no amendments

### **7.2 To review Parish Council's Financial Regulations**

The Parish Council reviewed their Financial Regulations with no amendments

### **7.3 To review and update Parish Council Asset Register**

The Parish Council reviewed their Asset Register and updated as required

### **7.4 To review and update Parish Council's Risk Assessment Schedule**

The Parish Council reviewed their Risk Schedule and updated as required

## 8.0 Parish Lengthsman Contracts for Approval

### **8.1 Parish Council's contract with Herefordshire Council / BBLP**

The Parish Lengthsman and Parish Paths Partnership (P3) Schemes Contract between Herefordshire Council and the Parish Council was signed by Councillor Mr D Watkins Chairman and Clerk Mr M Walker, with the deletions of

#### **PART 2A**

#### **Core Public Realm Maintenance – Lengthsman grant funded**

3. Highway minor works	As agreed through the annual maintenance plan	Removal of soils and detritus build up; clear minor storm debris discharged onto the highway as is reasonable and practical; cutting back vegetation overhanging the road or footway; clearing and siding out of footways; removing vegetation from structures and fences; verge cutting and strimming of visibility splays; <del>paint and repair fences.</del>
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#### **4. Environmental**

As agreed through the annual maintenance plan

Sweeping footways and public realm spaces; litter clearance and litter picking and bin emptying; removal of fly posting, graffiti and unauthorised signs; street name plates cleaning ~~and repair;~~  
~~repair of street furniture including litter bins, benches and bus stops~~

#### **PART 2C**

#### **~~Public Rights of Way – Parish Paths Partnership (P3) grant funded~~**



6. Public Rights of Way	Parish Paths Officer (PPO)	<del>The parish must have least one Parish Paths Officer (PPO) in post, who will inspect ALL paths in the parish at least twice a year.</del>
	As agreed through the annual maintenance plan	<del>Ensuring cutting back of vegetation (excluding crops) is carried out on ALL paths where necessary at least twice in summer months. Maintenance and installation of gates, stile crossing steps and other PROW furniture. Signposting and Waymarking. Purchase/hire/maintenance of tools</del>

Ready for submission to Balfour Beatty/Herefordshire Council

## 8.2 To agree Specific Summer Contract Works

Unanimously agreed and the following to be sent to Lengthsman Mr Terry Griffiths

“2017-2018 Schedule of Works

The area will be that within the Parish Boundaries of Abbeydore and Bacton comprising of the following roads:-

C Class Roads within the Parish Boundaries

i.e.C1209, C1212, C1221, C1222, C1223, C1224, C1225

and the following Unclassified Roads

U74209, U74210, U74211, U74212

as shown on the map previously provided.

Outline of Minor Highway Works for guidance to include

- 1) Hedge and Fence Management. Overgrown Hedges and Footways (Report to Parish Clerk)
- 2) Drainage work such as removal of leaves and debris from Gully Grids, clearing Grips and Culverts, clearing Blocked Drains
- 3) Removal of Minor Storm Debris and Litter
- 4) Check accessibility & condition of winter grit bins (report to Parish Clerk)
- 5) Winter Maintenance including Cleaning Road Signs
- 6) Any other duties as agreed between the Parish Council and the BBLP Locality Steward Herefordshire

Direction and Supervision of work will be by an administrator, in this case the Parish Council Clerk or in case of an emergency the Chairman of the Parish Council or his deputy.

Due to severe budget constraints monthly invoicing cannot exceed £260.00 net for any month with a complete stand down for the month of August 2017

Schedule to commence May 2017 – March 2018 a total of 10 working months.

Any additional work must have prior approval from the co-ordinator or his deputy.”

## 9.0 To Receive Reports

### 9.1 Broadband update

Councillor Mr T Murcott updated the Parish Council on progress so far

Good broadband will be available to all residents within the next couple of years

### 9.2 Joint Neighbourhood Development Plan

Councillor Mr T Murcott updated the Parish Council on progress to date

A Joint Neighbourhood Development Plan meeting is imminent and then hopefully all will be on track for the Regulation 16 Consultation, then the Referendum later in the year.

## 10.0 Information Sheet

### Correspondence

5<sup>th</sup> March 2017

Reply Email sent to local resident reference parking opposite Dore Abbey

27<sup>th</sup> March 2017

Reply Email sent to local resident reference Speeding Issues



28<sup>th</sup> March 2017 Letter sent to Mrs Gwen Powell  
Reference overhanging branches

29<sup>th</sup> June 2016 Letter sent to Mr Paul Rone reference P3 Grant  
Reply still awaited

**7<sup>th</sup> April 2017** Dear All Here is the summary of works carried out in the Golden Valley locality over the past week.

Golden Valley North PROW: delivery of materials to a landowner

Resurfacing works on the B4348 at Cusop

Golden Valley South PROW: installation of a handrail on KZ22

Culvert cleansing on the Wigga Road at Rowlestone, and on the C1203 at Craswall

Pothole repairs on the C1239 at Kentchurch, and on Cwm Road and Tremorithic Road in Abbeydore, and Mill Road in Dulas

Gully cleansing on The Wigga Road in Rowlestone

Stoney Street PROW: Installation of a handrail and revetment boards on EB20, and EB21, and steps repaired on MY42.

Pothole repairs in Ruckhall Lane in Clehonger

Jobs this week have been raised in Pontrilas, Bacton, Abbeydore, Dulas, Vowchurch, Madley, Clehonger, and Bishopstone Best wishes Linzy

**13<sup>th</sup> April 2017** Dear All Due to the Easter bank holidays the briefing is being sent out a day early. Here is the summary of works carried out in the Golden Valley locality over the past week.

Golden Valley North Pothole repairs in Closure Place, Long Lane, Hinton Rd and Church Road in Peterchurch, Snodhill & Common Bach Road near Dorstone, C1205 at Michaelchurch Escley

Golden Valley South PROW: footbridge repairs on ME2

Pothole repairs on The Glibes and Urishay Common at Michaelchurch Escley, C1209 at Newton St

Margarets, C1223 at Kerry's Gate, C1209 at Urishay, C1203 at Longtown, and on the B4348 at Peterchurch

Haunch repairs on the C1203 at Longtown

Culvert cleansing on the Wigga road at Rowlestone, and on the C1203 at Craswall

Gully cleansing in Dark Lane in Ewyas Harold, and the Wigga road in Rowlestone

Signpost repairs on the B4347 at Bacton

Stoney Street Pothole repairs on Ruckhall lane in Clehonger & Eaton Bishop

Defects this week have been raised in Clifford, Bredwardine, Madley, Pontrilas, Cusop, Rowlestone, Dorstone, Eaton Bishop & Clehonger.

Best wishes for a lovely Easter break Linzy

Dear All An extra item that I forgot to include in the weekly briefing: Parish briefings will be held for Parish Councillors and Clerks at the Thorn depot in Hereford on 2<sup>nd</sup> May at 2.30- 4pm, and on 4<sup>th</sup> May 6-7.30pm.

We will be giving a short presentation on the new Annual Plan for 2017/8, and there will be an opportunity for discussions afterwards with the senior management team. Please RSVP to

[herefordshireparishes@bblivingplaces.com](mailto:herefordshireparishes@bblivingplaces.com) Best wishes Linzy **Linzy Outtrim**

**21<sup>st</sup> April 2017** Dear All I hope you had a lovely Easter break. Here is the summary of works carried out in the Golden Valley locality over the past week.

Golden Valley North Gully cleansing on the B4352 at Clifford, and on Newport Street in Cusop

Fly tipping collection from the C1207 at Peterchurch

Golden Valley South Pothole repairs on the C1206 at Vowchurch & Newton St Margaret's, C1213 at Ewyas Harold & Dulas, Prill Road & Dark Lane in Ewyas Harold

Gully cleansing on the B4348 at Peterchurch

Stoney Street Gully cleansing on the A438 at Swainshill

Pothole repairs on Stone Street in Madley, on the A438 at Swainshill, and on the B4352 at Eaton Bishop

Maps and timetables for grass cutting and potholes are available on the Council's website, which is currently undergoing a bit of a revamp.

We are working with our colleagues at Herefordshire Council to ensure that useful information, like grass cutting schedules, and how to report a pothole, are available to view 24 hours a day.



In the meantime if you wish to report a defect, please call our Customer Services team on 01432 261800, or use <https://myaccount.herefordshire.gov.uk/report-a-pothole>

Defects this week have been raised in Eaton Bishop, Longtown, Craswall, and Clifford.

Current and future road closures in our area can be seen on [www.roadworks.org](http://www.roadworks.org) Linzy **Linzy Outtrim**

### **Golden Valley Safer Neighbourhood Team (SNT) Briefing 11th - 21st April 2017**

Unfortunately it would appear that the criminal fraternity have been busy in The Valley since the last bulletin - please check the security measures on your sheds and outbuildings, and if you need any advice please get in touch and one of us will be happy to pop round.

Crime Trends Ewyas Harold A shed at the end of a garden of a property in the centre of the village was entered and two chainsaws - a Husqvana and a Stihl - were taken. This happened sometime between Saturday 8th and Sunday 16th April Incident ref 176-s-170417

Michealchurch Escley Sometime between 6pm on Tuesday 11th April and 6.30pm on Thursday 13th April, a garage at a property in the village was forcibly entered and the following items were stolen - A child's white and blue Suzuki LT50 Quad bike; a white and red Yamaha PW80 motor cycle (identifiable by having a hand-made exhaust and kick stand); a green 110cc pit bike, unknown Chinese make; a Stihl chainsaw; a Stihl long armed hedge trimmer; a small Kawasaki hedge trimmer, a Makita petrol hedge trimmer and a Titan TTK587GDO 4 headed strimmer. I have attached a photo of the bikes Incident ref 632-s-130417

Rowlestone Sometime between 7.30pm on Wednesday 12th and 7.30pm on Thursday 13th April, a garage at a property on the outskirts of the parish was broken into and a yellow Stiga ride on lawnmower, a leaf blower and a strimmer were stolen. The padlock had been forced off the door Incident ref 690-s-130417

Vowchurch A 2 year old black Labrador bitch and her five 6 day old puppies were stolen from a kennel in the garden of a property on the B4348. Two of the puppies were golden, the other three were black, but had not been sexed. Also taken was a Samoyed puppy from a litter in the porch, this puppy was also very young. The theft was reported on social media and the post has had over 7000 shares but to date no clues as to the whereabouts of the dogs have been forthcoming Incident ref 579-s-140417

Scams A local company was scammed out of a large amount of money by the following means...

1. They had an email from a company to say they had changed their bank account—which turned out to be true.
2. They rang the company to check and they said – yes – that is true.
3. They then paid the outstanding debt but it didn't go to the company for whom it was intended.
4. They chased it and somehow it had disappeared.
5. It turned out that the email to the customers to explain that their bank details had changed had been intercepted and the company bank details had been changed to the bank of the scammers!!!

Crime reduction tips – Outbuildings Garages and sheds are vulnerable to burglary, as they are generally quite flimsy structures, but they should not be forgotten. They are often the first places that a burglar will target, because they provide a ready source of tools and implements for breaking into the main house.

Garages and sheds also have lawnmowers, bikes and other valuables that are easy to steal and costly to replace. By fitting additional security to garages and sheds, burglars will find it more difficult to break in and they will have to make more noise doing so. A few simple security measures can increase the visual deterrent and reduce the likelihood of garages and sheds being targeted.

#### **Garages and Sheds are often the first places a burglar will target**

- metal up-and-over garage doors can be secured with additional purpose made locks fitted to either side, approximately 300mm up from the floor, to reduce the leverage points
- an external floor mounted, solid steel locking 'T' bar with a closed shackle padlock, will offer a good visual deterrent and make it difficult to force the door open
- wooden garage double doors can be secured with two substantial hasps and staples and closed shackle padlocks, one towards the top and one towards the bottom.
- garage side or rear doors can be secured with British Standard 5-lever mortice locks and two internal mortice rack bolts, one towards the top and one towards the bottom to reduce the leverage points
- shed doors can be secured with two substantial hasps and staples and two closed shackle padlocks on the outside, one towards the top and one towards the bottom. External hinge screws should be replaced with one-way clutch head screws to prevent them being removed and access gained this way



- garage and shed windows can be secured with internal diamond mesh grilles, which provide a good visual deterrent to opportunistic burglaries
- garden tools and ladders should be secured by wrapping a substantial chain around them and padlocking them to an eyebolt which has been secured to the floor or wall. This will prevent them being stolen or used to break into the house
- tools and garden implements should be visibly property marked with the postcode and house name or number, to deter theft and assist police with identifying the rightful owner

We have plenty of leaflets/booklets/signage to help you protect your property, please get in touch if you would like some. Kind Regards **Fiona Golden Valley Safer Neighbourhood Team**  
**Team mobile 07779 141232 (Non urgent messages only)**

#### **11.0 Roads and Footpaths**

Road related problems - mostly potholes

Footpaths

Councillor Mr D Cook P3 Officer reported that the Ramblers Association had contacted him stating that they would check/clear the footpaths they wanted to use in the area.

“13th June to 21st June Herefordshire Walking Festival. Nine days of walking through the beautiful Herefordshire countryside. Thirty seven walks guided among others by a geologist, an archaeologist, farmers, the ornithological club, a historian and a travel photographer. There is even a 'virtual' walk, which you can follow on the internet day by day during the festival. Long walks and short walks, there is something for everyone. [www.walkingfestival.com](http://www.walkingfestival.com)”

Emails sent and received

Linzy Please see below, I have requested this many times. Now required for the walking festival in June. Dave

On Sunday, 23 April 2017, 21:36, Philip Bauer

Dear Sir/Madam, I wish to report the following issues on footpath AD12A, which will be used for the Herefordshire Walking Festival in mid-June:

SO 4112 3404 fingerpost required

SO 4092 3394 stile/gate required

SO 4064 3372 footbridge required

SO 4038 3353 stile/gate or gap required

SO 4026 3352

SO 4001 3342

SO 3964 3315 stile/gate required

SO 3943 3313 fingerpost required

Yours faithfully Philip Bauer”

**Resolved** unanimously that the Footpaths Officer Mr Dave Cook should continue as the Parish Council's nominated representative for the P3 Footpath Scheme for 2017-2018 but not to join the P3 Scheme. Still no interaction with Locality Steward

#### **12.0 Agenda of Next Meeting**

Buses parked opposite The Neville Arms

Caravans opposite The Neville Arms

Parish Council Clerk's Annual Performance & Salary Review

#### **13.0 Date, Time and Venue of Next Meeting**

Confirmed that the next meeting will be an Ordinary Meeting of the Group Parish Council and will be held on Tuesday 4<sup>th</sup> July 2017 in the Village Hall Abbeydore meeting to commence at 8.00pm

Meeting declared closed at 9.25pm

Signed..........  
 Chairman Councillor Mr D R Watkins

Dated this day the 4<sup>th</sup> July 2017