

**LITTLE BIRCH PARISH COUNCIL –**  
**ANNUAL PARISH COUNCIL MEETING AND MAY ORDINARY PC MEETING HELD ON**  
**Wednesday 4<sup>th</sup> May at 7.00pm – at Little Birch Village Hall**

**DRAFT MINUTES**

**PRESENT:** Councillors; (KD) Kate Dillon; (KR) Kate Robbins; (MD) Mike Davies; (CA) Chris Atkinson;

**ALSO:** Sophie Glover (Parish Clerk), Toni Fagan (Ward Councillor) from 7.40pm; Angela Middleton (Footpaths Officer) 7.15 to 7.45pm; Neil Barrington (incoming clerk) and 1 member of the public (from 7.15 to 7.45pm)

**Meeting Opened: 7.00pm**

1.	<p><b>Election of officers - Chair and vice chair.</b></p> <p><b>Mike Davies was put forward as chair.</b></p> <p>Proposed: KR      Seconded: KD  MD accepted the position but emphasised that he would not stand for more than 3 years.</p> <p>It was resolved to appoint MD as the chair</p> <p><b>Kate Dillon was proposed as Vice Chair.</b></p> <p>Proposed: KR      Seconded: CA  Kate Dillon accepted the post of Vice Chair.</p> <p>It was resolved to appoint KD as the vice chair.</p> <p><i><b>Action:</b> necessary paperwork to be completed at the end of the meeting.</i></p>
2.	<p><b>Co-option of Parish councillor:-</b> this could not be done until after today's meeting, the closing date for applicants. From 6<sup>th</sup> May the PC can co-opt a councillor if no one has stepped forward.</p>
3.	<p>Minutes of the previous Annual Meeting held in May 2021 (agreed at the July '21 PC meeting)</p>
4.	<p><b>Chairmans Annual Report-</b> MD explained that it had been a tumultuous year losing the chair, the vice chair and the clerk in one year. He welcomed the new clerk, Neil Barrington and looked forward to co-opting a new councillor.</p>
5.	<p><b>Clerks Annual Financial Report –</b> the outgoing clerk ran through the end of year accounts, drawing the PC's attention to the fact that they are carrying forward just over half of the current precept amount.</p>
6.	<p><b>Review of appointments:</b></p> <p><b>Footpaths Officer:</b> Angela Middleton  AM was happy to continue in the role, and the meeting resolved to keep her in post and thanked her for doing the sterling work that she is currently doing.</p> <p><b>Internal Auditor:</b> Geoff Young was proposed to continue as the PC's internal verifier – all were in favour.</p>

7.	<b>Review of insurance policies:</b> Should be looked at at renewal time (June 2022) to check that they are still offering best value.
8.	<b>Review Subscriptions</b> The only subs that the PC pays are to HALC, who offered very poor support over the recruitment of the clerk and the past chairs lack of support. It was moved from the chair that a letter of discontent should be sent to HALC letting them know that the PC feel very let down. <b>Action:</b> Chair to write the letter and send it to the clerk for sending.
9.	<b>To remind Councillors to update their notice of Registrable Interests:</b> Done
10.	<b>Adoption of accounts for audit</b> i. Resolve to sign the Certificate of Exemption. ii. Resolve to accept the Annual Governance Statement Both addressed in the main meeting.
<b>Parish Council Meeting Started at 7.30pm</b>	
1.	<b>Open Session for members of the public.</b> There will be no longer than 10 minutes allowed for any members of the public present to speak for up to 3 minutes each. AM had been approached by a neighbour to ask about getting potholes reported. They were directed to the HC website.
2.	<b>To accept apologies for absence.</b> None
3.	<b>To receive Declarations of Interest.</b> None.
4.	<b>To accept reports from :-</b> <b>i. Ward Cllr report (Cllr Toni Fagan)</b> Has just attended Code of Conduct training. Herefordshire Parish Councils are receiving more complaints over the last few years. She suggested having a Code of Conduct training session may be useful to the LBPC. The Core Strategy consultation is still ongoing. TF encouraged cllrs and their neighbours to send in their thoughts as this will really guide the direction for what houses can be built in what style and where. The community police are going to be here at the village hall tomorrow for a coffee morning – all were invited. The auditors have looked at the HC books and they are not happy with the transport package plan. This will continue to be looked into over the coming months. <b>ii. James Howell, Balfour Beatty</b> - Reports sent weekly. <b>iii. Police update</b> . Cllrs were encouraged to sign up to the neighbourhood matters website. <b>iv. Footpaths officer- including discussion on bye ways and footpaths</b> LB24 the other side of Athelstone wood a tall footpath sign has been damaged by a hedge cutter. Please can Terry go and put it back up. LB19 at Lower House farm, the stile has fallen down, but the landowner is happy to not have anything there at the location. <b>Action:</b> clerk to contact TG about the footpath sign.
5.	<b>To accept minutes of the April Parish Council meeting</b> It was noted that the clerk had not marked the times that KD left the meeting and then returned. With this addition the minutes were accepted as an accurate record of the meeting. Proposed: MD      Seconded: KD  All in agreement. It was resolved to accept that the minutes as a true record of the meeting.
6.	<b>Action points from previous PC meetings</b>

	All addressed, or on the agenda.									
<b>7.</b> <b>i</b>	<p><b>Planning Matters:</b>  <b>To consider applications to be determined by Herefordshire Council as listed below or on the Planning website prior to the meeting: –</b>  <b>221229; Village Hall cladding:</b> the Village Hall needs to get this done as soon as possible so TF will be approached to see if she can speed up the process.  All agreed that this was a necessary and appropriate application.  It was resolved to support this application.</p> <p><b>220803: Conifers, Holythorn Lane, Little Birch: 2 Storey Extension to rear and side.</b>  The PC had no problems with this application, it was resolved to approve it.</p>									
<b>ii</b>	<b>Planning decisions made:</b> None									
<b>iii</b>	<b>Local Plan Update</b> – waiting for full council Core Strategy to be renewed, there is also a government White Paper that is due to be written, then the PC will begin to look at their own NDP.									
<b>8.</b>	<b>Lengthsman – update, identification of work;</b> Just what was suggested by the F/O									
<b>9.</b> <b>i</b>	<p><b>Finances:</b>  <b>Balances:</b>  HSBC account (at 04.04.22)            £ 3,969.57</p>									
<b>ii</b>	<p><b>Payments to be agreed:</b>  <b>Parish Acct</b></p> <table border="0"> <tr> <td>Clerks Salary April:</td> <td>£225.00</td> <td></td> </tr> <tr> <td>Clerks expenses</td> <td>£ 15.80</td> <td>Total: £240.80</td> </tr> <tr> <td>Bank Charges (April) pd by DD</td> <td></td> <td>£ 10.00</td> </tr> </table> <p>Proposed: MD      Seconded: KD  All in agreement. Payments to be made.</p> <p>There was a suggestion to look at Lloyds as an alternative bank for the PC. It was resolved that NB will look further into this and will report back to the next PC meeting.</p>	Clerks Salary April:	£225.00		Clerks expenses	£ 15.80	Total: £240.80	Bank Charges (April) pd by DD		£ 10.00
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<b>iii</b>	<b>Receipts</b> – First half of precept £3,300.									
<b>iv</b>	<b>Requests for financial aid</b> – None.									
<b>10</b> <b>i</b>	<p><b>In</b> regard to their AGAR – end of year accounts:</p> <p>To resolve that LBPC meets criteria set for 2021/22 and wishes to claim exemption for that year.  All were in favour of this and it was resolved to claim exemption for the year.</p>									
<b>ii</b>	To approve the Annual Governance Statement for 2021-22.									
<b>iii</b>	To approve the Accounting Statement for 2021-22.									
<b>11.</b>	<b>Reports from any meetings or training attended:</b>									

	None
<b>12.</b>	<b>Queens Jubilee / Queens Green Canopy:</b> Plans are moving on with the Jubilee preparations – as undertaken by a Jubilee committee.
<b>13.</b>	<b>To receive agenda items for the next PC meeting (no discussion)</b> Nothing other than the usual. The Chair thanked the outgoing clerk for her work over the last 10 years and welcomed the new clerk into post.
<b>14.</b>	<b>To note date of next scheduled PC meeting – Wednesday 1<sup>st</sup> June 2022 at 7.30pm</b>
	Meeting closed at 8.10 pm

SIGNED:..... CHAIRMAN Dated:.....

Future Meetings

	Wednesday June 1 <sup>st</sup>	7.30pm
	Wednesday July 6 <sup>th</sup>	7.30pm
	Wednesday September 7 <sup>th</sup>	7.30pm
	Wednesday October 5 <sup>th</sup>	7.30pm
	Wednesday November 2 <sup>nd</sup>	7.30pm
	Wednesday December 7 <sup>th</sup>	7.30pm