

MUCH BIRCH PARISH COUNCIL

Minutes of the Meeting of Much Birch Parish Council held at Much Birch Community Hall on Thursday 7th June 2012

Present:

Cllr. Dave Davies (Chairman)
Cllr. Alison Cook (Vice-chairman)
Cllr. Andrew Crum
Cllr. Glen Sims
Cllr. Stephen Turner
Cllr. Mike Smith

In attendance:

Acting Clerk Malcolm Walker
New Parish Clerk Alison Wright
1 Member of the public (Mrs Walker)

Public Participation Time – nothing raised

The meeting was formally opened by the Chairman at 7.30pm

1.0 Apologies for Absence

Apologies were received from CSO Witcher. Cllr. R. Hamilton not present.

2.0 Declarations of Interest

None were declared.

3.0 Minutes

3.1 Minutes of the meeting held on the 10th May 2012 were accepted as a true record and signed by the Chairman.

3.2 The draft minutes for the Annual Parish Meeting held on 10th May 2012 were accepted and held to be approved at the next Annual Meeting.

4.0 Reports

CSO Witcher from West Mercia Police was not present.

Cllr. Hamilton was not present. It was stated that he is now a Cabinet Member of the Council.

5.0 Clerks report

The Clerks report on action items was noted.

6.0 Financial Report

6.1 **The following bank balances were noted:**

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|--|-------------|
| @ 13 th April HSBC Community Account | £ 12,967.69 |
| @ 13 th April HSBC Community Projects Account | £9,408.00 |

6.2 **The following payments were approved:**

HALC, Temporary clerk cover for April

£378.00

7.0 **Annual Return**

7.1 To note the end of year accounts. Resolved, these were accepted.

7.2 To approve the Annual Budget. There was a discussion on the reserves and the budget figures. It was agreed that contingency should be made for the expenses incurred should there be a contested election. It was also agreed that the Finance Working Party would meet with the new Clerk to discuss the financial matters of the Council and “flesh out” the budget figures. There was some discussion on the Neighbourhood Plan initiative. This would be different to the Parish Plan and could be led by the Parish Council. Subject areas would include planning matters, provision of homes, businesses, land available etc.

Resolved the 2012/2013 Budget was approved.

7.3 To Approve the Annual Return. Standing Orders still needed to be revised. Malcolm Walker read out all of the items for the Council to answer in Section 2 (Annual Governance Statement) and answers were recorded. Malcolm Walker signed the Audit statement and Dave Davies signed the Accounts statement. The approval minute note was recorded on the form (7.3). Resolved, the Annual Return was approved. Cllr. Simms would kindly put the accounts examination notifications into the notice boards, giving dates that the accounts may be examined. The Clerk would finalise the form, write a statement regarding action point re the Standing Order revision requirement, and then copy and return the completed Annual Return.

8.0 **Planning Matters**

The following decisions were noted:

- The Firs, Much Birch – Single storey front extension and loft conversion to roof. APPROVED.
- Whiteacre, Wormelow – Two storey extension. APPROVED.
- Birch House, Much Birch – Demolition of existing greenhouse and erection of new garden room. APPROVED.

9.0 **Parish Roads and Footpaths**

9.1 **Action:** Deterioration in road surface on Wrigglebrook Lane. Grid Ref U71606. Also further back on the same road near to the cottages (ref MB27) Cllr. Cook would confirm the exact location so that it can be reported.

9.2 **Action:** The lengthsman would be asked to clear footpath MB4 from the A49 down to Hollybush Lane. The Clerk to advise Lengthsman.

9.3 There is still a vacancy for a Footpath Officer. Cllr Davies had knowledge of someone who may be interested. He would speak to them and advise if they were still interested in taking up the role.

9.4 Correspondence was noted re Parish Lane, Kingsthorpe.

10.0 **Self-help winter gritting**

No update from the working group at present. The Council are awaiting information from Little Birch Council re collaboration over the self help gritting scheme. It is believed that Amey Wye Valley are still continuing with the scheme. Little Birch would be storing the salt. It was agreed that the Clerk would contact the Parish Clerk of Little Birch to check how they

were progressing with the initiative and to organise a meeting, of both Parish Councils, to formulate a way forward in regard to the acquisition of a suitable gritting machine.

11.0 Correspondence

- 11.1 New Standard Regime under the Localism Act 2011 (re disclosure of pecuniary interest.) Further advice to follow.
- 11.2 Nominations invitation for Pride of Herefordshire Award. There was some discussion as to whether a nomination should be put forward. Cllr. Turner agreed to check with the organisers re aspects of the nomination before proceeding.

12.0 Parishes' Newsletter and Much Birch Website

12.1 Action: The Clerk to provide a précis of the meeting to the newsletter by the 18th June. It would contain a synopsis of income and expenditure and an introduction to the new Clerk. The new Clerk's details would be published on the website. Cllr. Cook to advise the Webmaster.

13.0 Matters for next meeting

- Self-help gritting
- Footpath Officer
- New Standard Regime under Localism Act 2011
- Standing Orders
- Pride of Herefordshire Award

14.0 Next meeting

Next meeting – 5th July 2012. Cllr. Crum gave apologies for non attendance

The next item was discussed within a closed session

15. Clerk vacancy

The new Clerk and the Chair signed two copies of the Contract between the Clerk and the Council. One copy was retained by the Clerk and one copy by the Council.

The meeting closed at 8.45pm.

Signed:

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Chairman

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Date