

MINUTES OF THE MEETING | WEDNESDAY 14 DECEMBER 2022

Present: Councillor Tony Geeson (Chair), Councillor Lorraine Lewis, Councillor Jackie Morris
In attendance: Ward Councillor Bob Matthew, FPO John Wade, 8 members of the public

22.105 To receive apologies for absence

22.105.1 Cllr Liz Morawiecka and Cllr Tracey Prosser sent their apologies for being unable to attend the meeting.

22.106 To receive declarations of interest and requests for dispensations

22.106.1 No interests declared or requests for dispensations.

22.106.2 Councillors were reminded to that should they become aware of an interest which arises during the meeting then this must be declared.

Councillors were asked to ensure that their register of interests are up to date.

22.107 To approve the minutes of the meeting on 16 November 2022 & discuss actions points

22.107.1 It was RESOLVED to approve the minutes as an accurate record of the meeting. Councillor Geeson duly signed the minutes as Chair.

22.108 Public Open session: To receive comments from the public on parish matters

22.108.1 Councillor Geeson noted the sad passing of Tom Davies who had been a great advisor to the councillors and clerks over many years as internal auditor for the Parish Council.

22.108.2 Councillor Geeson advised the members of the public that there was a current vacancy for a councillor on the Parish Council.

22.109 To receive a report from Ward Cllr Bob Matthews

22.109.1 Councillor Matthews advised that that the objections submitted on the website regarding planning application P222921/F raised valid planning reasons. The MPs had a meeting regarding the river, and MP Jesse Norman had assured that this will be considered as top priority in the future. Should the application be sent to Planning Committee, preserving the rural countryside is looked upon sympathetically by committees. Councillor Matthews also advised that the single track access was not suitable. The history of the site demonstrates its unsuitability for development.

22.109.2 The application P222769/F at Breinton Lee is still ongoing. Councillor Matthews advised that the case officer previously refused the application on the grounds of Highways and drainage, and the existing drainage is very poor.

22.109.3 Discussions are still ongoing with Highways regarding the application at Warham Court Farm P204242/FH & P204243/L.

22.110 Planning:

22.110.1 To consider comments on current planning applications to be decided by Herefordshire Council

P222921/F Land at Banbh Farm, Breinton Common - Proposed are 5 no. Glamping pods for guest use, along with one service cabin, wildlife pond and parking/turning facilities. One parking space per pod is proposed, all offering the option of EV Charging. Refuse/recycling and secure bike storage facilities at the entrance to the site/parking area. Associated footpaths, proposed wildlife pond and landscaping.

It was RESOLVED to submit an objection to the planning application for the following reason; unsustainability, highways and transport, impact on local the environment, lack of social and economic benefit and general inaccuracies in the application.

22.110.2 To receive an update on recent planning application decisions

P223131/FH Downleaze Breinton Hereford Herefordshire HR4 7PP Proposed front extension and covered entrance. Secondary entrance with porch and modification to windows – **Approved with conditions**

22.111 To receive an update on the recent crime within Breinton and consider necessary actions

22.111.1 In October one vehicle crime was reported at Breinton Springs. Four crimes were reported near The Bay Horse Inn including a vehicle crime, arson/criminal damage and a burglary.

No report is yet available for November.

22.112 To receive an update from Balfour Beatty Locality Steward and consider necessary actions

22.112.1 The following work had been carried out within the parish since the previous meeting:

Week ending 18 November 2022	C1190 – number of carriageway pothole repairs Breinton Lane – carriageway pothole repairs Green Lane - carriageway pothole repairs
Week ending 25 November 2022	Warham Lane – hedges cut back
Week ending 2 December 2022	Breinton & A480 – site inspections with drainage officers Kings Acre Road – vegetation cut back from edge of footway
Week ending 9 December 2022	C1189/C1190 Breinton - number of carriageway potholes raised for repair Lower Breinton Road – blocked gullies cleansed Kings Acre Road – blocked gullies cleansed

	Lower Breinton Road – blocked gullies cleansed Kings Acre Road – blocked gullies cleansed Warham Lane – carriageway patching completed C1190 – carriageway pothole repairs completed
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22.113 To receive a report from the Footpaths Officer and consider necessary actions

22.113.1 Footpath’s officer John Wade advised that a meeting between the lengthsman and himself regarding the footpath gate repairs was being arranged at their convenience.

22.114 To receive an update and consider further works for the lengthsman

22.114.1 The lengthsman has been began drainage works around the parish. These works are being carried out up to the drainage grant amount only. A quote will be provided for the further works required.

Councillor Lewis advised that the grips had been cleared, but some of the gullies were still looking quite full.

It was RESOLVED to discuss further works required once the drainage grant amount had been reached.

22.114.2 The two new noticeboards have been installed by the lengthsman. It was noted that different keys are required for each board as the council had opted to choose two different designs.

22.115 To receive an update on the Tree Planting Plan and consider the next actions

22.115.1 Councillor Morawiecka has heard back from Matthew Scott, the land agent, who should hopefully confirm a delivery date for the trees and exact locations agreed with the tenant and that planting of 60+ trees can be undertaken, possibly Saturday 6th January 2023. Councillor Morawiecka met the Bishop of Hereford and thanked him for his effective intervention with the Church Commissioners. A Saturday in early January was mentioned if he would be interested in joining in some tree planting on this historic route, and a Saturday could well be a possibility.

22.116 To consider the purchase of a new laptop

22.116.1 Councillors considered the purchase of new laptop versus required repairs to the current laptop. The laptop has become very slow, has issues turning on, charging and turns off unexpectedly. The current laptop was purchased in 2015 for £366. The a new hard drive was installed last year for £75.

The councillors were provided with four different prices for potential new laptops from online retailers plus a quote from John Finch Computers for both a new and refurbished laptop. Councillors were also welcomed to put forward any other suggestions.

It was RESOLVED to purchase a new laptop from John Finch Computers plus the cost of the transfer of the parish council data/documents up to a total cost of £850 plus VAT. Councillors

agreed purchasing a laptop from John Finch Computers was the most reliable option to ensure the data can all be transferred over safely and any potential issues could be rectified easily.

22.117 Finance:

22.117.1 It was RESOLVED to approve the below payments:

Breinton Village Hall – BPC meeting on 16 November 2022 and planning meeting on 12 October 2022	£45.00
HM Revenue & Customs – PAYE October to December	£189.60
Clerk’s monthly salary - December	£566.63

22.117.2 It was RESOLVED to approve the cash book and bank reconciliation

CASH BOOK

Date	Description	Total	Date	Description	Total
17.10.2022	bal b/f	£ 37,463.48	19.10.2022	Village Hall	£ 18.00
31.10.2022	Interest	£ 12.08	19.10.2022	Royal British Legion donation	£ 30.00
			19.10.2022	Clerk Salary (October)	£ 537.91
			09.11.2022	1&1 Ionos	£ 7.19
			16.11.2022	Village Hall	£ 18.00
			16.11.2022	WyeHost	£ 180.00
			16.11.2022	Charles Arnold Baker 13th edition	£ 131.99
			16.11.2022	Reimbursement to Cllr Geeson (RBL W	£ 19.25
			16.11.2022	Clerk salary + back pay to April 2022	£ 738.95
			16.11.2022	Teamtalk donation	£ 1,000.00
			17.11.2022	bal c/f	£ 34,794.27
17.11.2022	Total	£ 37,475.56	17.11.2022	Total	£ 37,475.56

BANK RECONCILIATION AT 17 NOVEMBER 2022

Balance as per Cash Book:		£ 34,794.27
Less unrepresented cheques:		
Village Hall		£ 18.00
WyeHost		£ 180.00
Charles Arnold Baker 13th edition		£ 131.99
Reimbursement to Cllr Geeson (RBL Wreath)		£ 19.25
Clerk salary + back pay to April 2022		£ 738.95
Teamtalk		£ 1,000.00
Total balance as per Bank Statement:		£ 36,882.46
	Current	£ 500.00
	Reserve	£ 36,382.46

22.117.3 To consider the draft Precept for 2023/2024

Councillors had discussed the budget at the November meeting but decided to defer a decision until the following meeting.

It was RESOLVED to set the Precept request for 2023/2024 at its current level at £13,165 .

22.117.4 To consider payroll providers for the clerk’s monthly salary

Councillors considered an external payroll provider for the monthly salary and Pay As You Earn payments to HMRC reduce the risk of late or inaccurate payments and reduce the administrative burden on the Clerk.

Four quotes from external payroll providers had been provided.

It was RESOLVED to appoint an external payroll provider to ensure that payments to HMRC are made accurately and on time. It was RESOLVED to appoint FMS Hereford as the payroll provider reducing the amount of administration for the Clerk.

22.118 To review the Standing Orders

22.118.1 Councillors reviewed the NALC model standing order 2018 as updated in 2020 which were adopted at the latest meeting, however there were concerns over the implications of some of the orders.

It was RESOLVED to amend the Standing Orders as below:

- SO 19 b, c, d, g remove;
- SO 3 x – insert meetings shall not ‘normally’ exceed 2 hours;
- SO 6 c, d remove;
- SO 24 b – insert each ‘relevant’ letter to be sent to the Ward Councillor.

22.119 To consider items for the next agenda

22.119.1 Co-option of new councillor.

The meeting was declared closed at 8:40pm.

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Chair

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Date