

Minutes of Garway Parish Council Meeting

Tuesday 4th September 2018

at 7.30pm

held in Garway Community Hall

Present: Cllr Richard Sparey, Vice Chairman, Cllr Chris Strange, Cllr Cara Campbell, Cllr Tony Phillips & Cllr Craig Hooper

In attendance

Parish Clerk Kath Greenow.

1. Apologies for Absence

Apologies for absence accepted from Cllr Rose Sparey

2. Declarations of Interest & Dispensations

2.1 To receive any declarations of interest or consider any written applications for dispensation

None declared

3. Minutes

3.1 To approve and sign the minutes of the Parish Council Meeting held on Tuesday 10th July 2018

It was **RESOLVED:** to approve and sign the minutes of the Parish Council Meeting held on Tuesday 10th July 2018

3.2 To approve & sign the minutes of the extra ordinary Parish Council meeting on 14th August 2018

It was **RESOLVED:** to approve & sign the minutes of the extra ordinary Parish Council meeting on 14th August 2018

4. Reports

4.1 To receive report from Ward Councillor.

A report from the ward Cllr was circulated by The Clerk

4.2 To receive views of residents on parish matters.

None

5. Lengthsman & P3

5.1 To consider work to be carried out by Lengthsman

It was **RESOLVED:** that the lengthsman carry out a maintenance day in the parish and attends to the weeds at the play area.

6. Footpaths

6.1. To consider work to be carried out on the footpaths by the lengthsman

It was **RESOLVED:** that the lengthsman attends to the clearing of the footpath near the new community hall

7. Herefordshire Council - Review of Highway Maintenance – pot hole repairs

7.1 To consider a letter from Herefordshire Council concerning Review of Highways Maintenance – pot hole repairs

It was **RESOLVED:** that the Clerk responds to a letter from Herefordshire Council concerning Review of Highways Maintenance – pot hole repairs. Outlining that the current approach for fixing potholes is unsatisfactory and that potholes, when completed should be independently inspected.

8.Village Hall

8.1 To receive a report on Garway village hall.

A village hall meeting had taken place since the AGM, and the accounts of the village hall have been scrutinized and these will be considered by the charity trustees at the next community hall meeting. A report on the accounts will be sent to the Parish Council as required in due course.

9. Finance

9.1 To note bank balance as per bank statement

Bank balance noted as £22,954.01

The clerk advised that she had contacted Lloyds Bank to query a bank transfer of £650.00 which had not been authorized by The Parish Council. The bank confirmed that they had wrongfully transferred £650.00 from the Parish Councils account to one of the a bank signatories accounts .The bank contacted the bank signatory concerned to advise them of the bank error that had been made and the bank advised the Clerk that the transferred funds of £650.00 would be repaid back into the Parish Council bank account along with £50.00 compensation for the bank error that Lloyds bank had made.

9.2 To consider updated risk assessment

The risk assessment was considered, and it was **RESOLVED:** to approve & update it as required

9.3 To consider risk management policy

The risk management policy was considered, and it was **RESOLVED:** to approve adopt the risk management policy

9.4 To note quarterly budget monitoring report.

The quarterly budget report was considered, and it was noted that the budget is on track for the financial year

9.5 To approve invoices/reimbursements for payments:

Clerk monthly salary as per schedule

It was **RESOLVED:** to pay the Clerks monthly salary as per schedule

It was **RESOLVED:** to pay the following invoices / reimbursements

HMRC PAYE due £177.60

Clerk reimbursements/ expenses £10.08

HALC internal audit & Data protection training £180.00

9.7 To note bacs remittance of VAT reclaim 2017/18 £3923.43

The remittance of the VAT reclaim for 2017/18 £3923.43 was noted

10.Neighbourhood Plan

10.1 To receive a report on the NDP working group and next steps on NDP process

The draft NDP is currently with Kirkwells for them to go through and advise on any amendments.

Once the draft has been looked at by the steering group and any amendments made the NDP draft will need to go to Hereford NDPlanning for the SEA & HRA to be revised. The final draft will then come before the Parish Council for approval. The Parish Council will then be able to commence regulation 14 consultation.

11.Planning

11.1 To note applications approved /refused by Herefordshire Council since last meeting

None

11.2 To note response from Herefordshire Council concerning complaint made by The Parish Council relating to Planning Committee Meeting 11/04/2018 -The response was noted

12. Correspondence

12.1 To consider letter received from leader of Herefordshire Council – Cllr J Lester - Parish Council Summit

The Clerk would be attending and will bring a report to the next meeting

13. Date of next Scheduled meeting TBC

14. Matters Relayed to the Clerk for Agenda of the next meeting (no discussion)

Parish Funday 2019

Signed Cllr Richard Sparey
Chairman Garway Parish council

Dated 15/10/2018