

**The Minutes of Brimfield & Little Hereford Group Parish Council annual meeting
held at Little Hereford Parish Hall at 7.30pm on 16th May, 2018**

Present: Cllrs Mrs C Sandall, Mrs W Brick, Mrs S Ingram, Miss L Wilson, Mrs K Morgan, Messrs K Platford, P Denbeigh, M Painter, R Barber, D Swain, D Hodges, N Hyde, N Monk.

In Attendance: Clerk, Mrs Karen Yates, 4 members of the public.

Mr P Denbeigh chaired the meeting.

1 **Election of Chairman.** S Ingram nominated K Platford, seconded by P Denbeigh, agreed and accepted.

P Denbeigh thanked everyone for their support during the past year.

Mr K Platford took the Chair, a declaration of office was signed.

2 **Election of Vice-Chairman.** P Denbeigh nominated M Painter, seconded by R Barber, agreed and accepted.

3 **Apologies:** B Davies.

4 **Declarations of Interest/written dispensation**

5 **Open session:**

5.1 **County Councillors Report.** Cllr Stone congratulated the Chairman and Vice Chairman on their forthcoming roles and thanked P Denbeigh for his Chairmanship. The two empty properties in Brimfield discussed at the Brimfield parish meeting are being followed up. Health and social care accounts for 30% of the county budget. Kimbolton held their Neighbourhood Plan referendum with 91% support last week. A49 Salwey junction improvements are complete, a fatal accident occurred at Stockton at the weekend. Balfour Beatty continue with pothole repairs using their velocity patcher. Drainage at Ducks Corner is complete. Two royal visits have taken place recently – the Countess of Wessex visited Hereford, the Duke of Gloucester visited Leominster.

5.2 **Local residents views.** Concerns were raised regarding speeding traffic from Temple Meadow to the A456, in particular children who walk to catch the bus.

6 **Minutes:** Minutes of the meeting held on 18/4/18 were approved.

7 **Correspondence:**

7.1 Correspondence for information: Noted as per list.

7.2 Reform of Data Protection Legislation. Clerk and R Barber had drawn up a further list for approval at the meeting. HALC templates previously circulated were drafted to our needs. The privacy policies – staff and general, subject access policy and corresponding forms, personal data management policy and consent form were all approved. These will be placed on the website and consent requested. Parish Council's are likely to be exempt from appointing a DPO, further news is awaited. Standing Orders to be updated to reflect these and other changes – further updates are expected when DPO status is confirmed.

Members were reminded to continue to ensure they hold no personal data and to continue to familiarise themselves with the NALC toolkit. Data/policies continue to be reviewed. Email addresses still need to be set up.

7.3 Standing Orders – it was proposed by P Denbeigh, seconded by N Monk to approve model standing orders previously circulated.

8 Finance

- 8.1 Clerks salary April £370.10 – including revised April pay scales. Agreed.
- 8.2 Norton anti-virus software - £24.99. Agreed.
- 8.3 To approve the annual governance statement for 2017-2018. Agreed.
- 8.4 To approve the accounting statements for 2017-2018. Agreed.
- 8.5 To approve the asset register and risk schedule. These have been updated to reflect current assets including those not insured. The risk schedule has been updated to reflect GDPR. Risk assessments to be carried out on assets. Agreed.
- 8.6 Insurance renewal for 2018-2019. Agreed. A review of our insurance to take place prior to next years renewal.

9 Lengthsman Scheme.

- 9.1 Account for April approved - £192. Contracts are in place as agreed.
- 9.2 Brimfield Common gate signs – £45.60 - agreed.
- 9.3 Speed Indicator device (SID). As previously agreed, a SID request to be pursued, it was agreed that the exit from the A49 past the church is the first area to be considered, Brimfield Cross into the village and the A456 outside the village hall will also be considered. Cllr Stone and the local police team need to approve our request.

10 Planning

- 10.1 There were no planning applications to consider.
- 10.2 There were no determinations.
- 10.3 Planning applications determined under delegated powers. None

11 To raise matters for next scheduled meeting. 20th June, 2018, 7.30pm at Brimfield.
Speeding concerns will be followed up by Temeside/Temple Meadow junction.

The meeting closed at 9.05pm.

Signed
Chairman

Date