



ORCOP PARISH COUNCIL

Minutes of The Annual Parish Council Meeting of Orcop Parish Council On Wednesday 24th May 2017 At Orcop Village Hall

Present: Chairman Cllr Ben Thomas, Vice Chairman Bob Davies, Cllr I Garlick, Cllr Dave Jones & Cllr Richard Watkins

In Attendance Parish clerk Kath Greenow & 22 parishioners

1. To elect Chairman

1.1 Chairman to complete an acceptance of office form

It was **RESOLVED:** to elect Cllr Ben Thomas as Chairman

The Chairman completed the acceptance of office form

2. To elect Vice Chairman

It was **RESOLVED:** to elect Cllr Bob Davies as Vice Chairman

3. Apologies for absence

Cllr Jane Rigler

4. To receive declarations of interest and consider dispensation requests on agenda items

Cllr Dave Jones declared a non- pecuniary interest on agenda item Finance 14.6 payment of invoice for P3work carried out.

6. To agree and sign the minutes of the Parish Council meeting 15/03/2017 & Extra Ordinary PC Meeting 04/05/2017

It was **RESOLVED:** to agree and sign the minutes of the Parish Council meeting 15/03/2017

It was **RESOLVED:** to agree and sign the minutes of the Extra Ordinary PC Meeting 04/05/2017

7. To elect members to the following working groups:

7.1 Planning working group

No planning working group

7.2 Finance working Group

Chairman Ben Thomas, Cllr Bob Davies & Cllr Richard Watkins

7.3 Employment working group

Chairman Cllr Ben Thomas & Cllr Richard Watkins

7.4 Rep for village Hall

Cllr Jane Rigler

8. Public forum

Members of the public may raise subjects they wish to bring to the attention of the Parish Council (this period is restricted to 10 minutes). Please note that decisions cannot be made at this meeting on items not on the agenda

Matters raised: Japanese knot weed still a problem in 2 areas of the parish

Parishioner asked about the parish council notices on the noticeboard and asked if the clerk could email the agenda & minutes to parishioners. The clerk advised that information is put on the website as required and parishioners can view the agenda & minutes on the Parish Council website. if

parishioners sign up to the website they will be able to get an automatic email from the website when the agenda is put on. The draft minutes will be placed on the website within a month of the Parish Council meeting and these can be viewed on the website along with adopted minutes etc.

8.1 Ward Cllr report

The ward Cllrs report had been circulated to Cllrs and was noted.

9. Parish Plan Snap shot

9.1 To consider undertaking a Parish Plan Snapshot

It was **RESOLVED**: to undertake a Parish Plan Snap shot

9.2 To consider a budget

It was **RESOLVED**: to set a budget of £500.00

9.3 To consider time frame

It was considered that the parish plan snap shot could be completed by the end of the year

9.4 To set up a task and finish steering group of the Parish Council.

It was **RESOLVED**: that all Parish Councillors would be on the task and finish and those parishioners Who had expressed an interest at The Annual Parish meeting.

9.5 To delegate to the Clerk to spend between meetings within agreed

Budget

It was **RESOLVED**: to delegate to the clerk to spend between meetings within agreed

Budget

9.6 Clerk to identify Snapshot expenditure separately in accounts and to manage finances through PC account

It was **RESOLVED**: that the Clerk would identify Snapshot expenditure separately in accounts and to manage finances through PC account

10. Lengthsman

10.1 To consider signing New Lengthsman & P3 Scheme contract between Balfour

It was **RESOLVED**: to sign the new Lengthsman & P3 Scheme contract between Balfour & The Parish Council

10.2 To consider work to be carried out by the lengthsman during June

Continuation of strimming of designated areas in the parish

11. Footpaths

11.1 To receive a footpaths report from the Parish Footpaths Officer

A footpaths officer h report was given by Mick Murphy. Footpaths work has been carried out in the parish over the last few months and 80% of the footpaths are open. Further work will be carried out along other sections of footpaths in the parish.

11.2 To consider work required on the footpaths

Further work to be carried out on the remaining footpaths as agreed with footpaths officer.

12. Road Defects/ Highways issues

12.1 To consider road defects/ highways issues to be reported to Balfour Beatty

Road closure regarding C1235 FROM Orcop Hill to The White House

Orcop between stone barn Newcastle farmhouse for installation of new water connection

13. Planning

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

None

14. Finance

14.1 To note Bank Balance noted as per bank statement 21/04/2017 £19390.32

14.2 To agree and adopt internally audited accounts 2016/17

Deferred

14.3 To consider internal auditors report 2016/17

Deferred

14.4 To agree and sign the Annual Governance Statement 2016/17

Deferred

14.5 To complete and sign the Annual Accounting statement 2016/17

Deferred

14.6 To consider invoices for payment

It was **RESOLVED**: to pay:

Aon Insurance renewal £511.90

Information Commissioners Office Annual Fee £35.00

Clerk reimbursement of postage £3.30

DC Gardening Service invoices 343 & 28/2017 £396.00 +vat

D Jones P3 work £680.00+v

HALC Training £36.00

Orcop Village Hall Hire April 2016- March 2017 £70.00

14.7 To note BAC's Payment of 1st Precept Payment £4600.00

Noted

15. Correspondence

All correspondence received has been sent to Cllrs in their agenda packs or emailed as appropriate

No further correspondence

16. Matters raised for consideration for placing on the next meeting's agenda (no discussion)

None

A resolution will be passed to exclude the public for the following confidential items

A resolution was passed to exclude the public and press due to a confidential employment matter

17. Employment matters

17.1 To consider matters relating to the clerk's salary & PAYE payments

Discussion took place regarding salary payments via D/D

Chairman Ben Thomas.
Orcop Parish Council

Dated 19/07/2017