

**Minutes of Orcop Parish Council Meeting held on
Wednesday 19th March 2014 at Orcop Village Hall**

Present: Chairman Cllr D Sayce, Vice Chairman Cllr Thomas, Cllr B Davies. Cllr Ian Garlick.

In attendance Kath Greenow Acting Parish Clerk, Ward Cllr J Norris & 1 parishioner

1. Apologies for absence : None

2. Decelerations of interest on agenda items .None

3. Minutes of the Parish Council Meeting held on 22/01/2014

It was **RESOLVED:** that the minutes of the Parish Council meeting 22/01/2014 were agreed and signed as a true record of the meeting

4. Ward Cllrs report : Cllr Norris reported on a number of issues which were, Discussion taking place concerning a new university in Hereford, Broadband "fastershire" and how this was progressing, Balfour Beatty Locality stewards hopefully in place by April , 9 locality stewards in all covering the 9 localities in Herefordshire. Bus service review , consultation taking place shortly .

5. Public Forum

A representative of the Friends of the Fountain Inn informed the Parish Council that The Fountain Inn had a prospective buyer and that it is hoped that the sale of the pub will be completed by the end of March
It was the view of the representative of friends of the fountain that if the sale went through there would be no point in progressing the with the proposal previously put forward to the Parish Council of possibly taking on the Fountain Inn as a community Pub. The Parish Council thanked Barry Shaw and members of The Friends of The Fountain Inn for their efforts concerning the future of the Fountain Inn.

6. Clerks report.

The Acting Clerk informed the Council that a number of policies that the PC had needed reviewing and updating , Data Protection Act registration was also required along with associated policies , VAT claim for 2013/14, Lengthsman grant claim 2013/14 and end of year accounts all needed to be attended to . The Parish Council would also need to register with HMRC for PAYE, which HALC could assist them with.

The acting clerk was asked to put together draft policies required under the data protection act , review existing policies and advise, attend to end of year accounts, lengthsman Scheme claim , VAT reclaim , HMRC PAYE requirements and report back at the next meeting .

7. Lengthsman

7.1 It was **RESOLVED:** that the acting clerk was to produce a works order for work required for April by the lengthsman.

7.2 The clerk was asked to contact Balfour Beatty concerning an overgrown hedgerow along Layston Lane Orcop, with a view to getting the overgrown hedge row cut back as it was causing a health and safety issue on the highway.

8. Finance

8.1 Bank Balance noted as £ 4936.69

8.2 It was **RESOLVED:** to pay the following invoices:

HALC annual Subscription fee 2014/15 £260.90

D.C Gardening Services (lengthsman work) £1188.00

Orcop Village Hall hire (April 2013- March 2014) £48.00

8.3 It was **RESOLVED**: that the acting clerk registers The Parish Council with the Information Commissioners Office

9 .Orcop Neighbourhood Plan Report

9.1 The ONDP (Orcop Neighbourhood Plan) had not meet for some time and no progress had been made with regard to the plan.

Prior to the Parish Council meeting a ONDP steering group meeting had taken place and it was considered that in order to progress with the plan a the steering group needed to put in place the following Terms of reference, budget and timetable for the completion of the CNDP. It was also considered that independent planning consultants may need to be engaged to help with the development of the ONDP. Next ONDP Meeting 23/04/2014 7pm

9.2 Kirkwells Planning Consultants attendance at next Parish Council meeting **DEFERRED** to next Parish Council Meeting.

10. Training

10.1 HALC training noted

10.2 Herefordshire Council – Neighbourhood Planning Training Event noted as 9th April 1-4pm

11. Correspondence

All correspondence received since the last meeting had been sent to Cllrs in their agenda packs.

11.1 HALC Information Corner – Noted

12. Matters raised for next agenda (no discussion)

Orcop Neighbourhood Plan

13. Date of Next scheduled Meetings

Noted as Orcop Annual Parish Meeting and Annual Meeting of Orcop Parish Council Wednesday 28th May at 7pm.

14 It was **RESOLVED**: to pass a resolution to exclude members of the public and press due to confidential employment matters to be discussed.

15. Employment

Employments matters were discussed concerning recruitment process for a new clerk.

It was **RESOLVED**: that a short list of candidates is drawn up by HALC after the closure date for applications of has passed, and that Cllr Sayce (Chairman) and Cllr Davies along with HALC Lynda Wilcox to interview candidates. Interviews to take place at HALC offices, date and time to be confirmed. The Clerks hours to consist of 5 hours per week, Pay scale SCP 15- 17 dependant upon experience and qualifications.

It was **RESOLVED**; to continue with HALC clerk cover for meetings at a cost of £100.00 per meeting and to allocate 5 hours per week for HALC clerk cover in between meetings to enable the acting clerk to attend to Parish Council Business until a new clerk has been appointed.