**LITTLE BIRCH PARISH COUNCIL –** ANNUAL PARISH COUNCIL MEETING HELD ON

Wednesday 8th May 2024 at 7.05pm – at Little Birch Village Hall

**Minutes**

**PRESENT: Councillors**; **(ND) Nick Deacon (TP) Tom Palfrey (CA) Chris Atkinson (SC) Steven Coles (KD) Kate Dillon**

**ALSO: Neil Barrington (NB) (Parish Clerk), Toni Fagan (TF) (Ward Councillor) Chris Fowler (CF) (Footpath Officer) and 1 member of the public**

**Meeting Opened: 7.05pm**

|  |  |
| --- | --- |
| 1. | Election of Chair and Vice Chair: It was RESOLVED to re-elect (CA) as chair Proposed (SC) Seconded (TP) and (ND) as vice chair Proposed (TP) Seconded (SC) |
| 2. | **Parish councillors elected to be confirmed:**  All councillors indicated they would continue in their roles. |
| 3. | **Minutes of the previous Annual meeting (May 17 2023) and the minutes of April 3 2024 meeting:** It was RESOLVED to accept the minutes of the Annual meeting 17/05/23 as they were agreed July 6, 2023, Item 6. Regrettably (NB) had forgotten to bring the minutes to Apr 3, 2024 meeting. He will circulate a copy and request they are placed on the website as draft minutes. |
| 4.  5.  6. | **Review of other appointments: (CF)** Agreed to continue as footpath officer.  It was **RESOLVED** to appoint FMS Hereford to carry out the Annual parish council audit.  **Review of Insurance Policies:** It was **RESOLVED** to accept the quote from Zurich insurance to insure the Parish council and operations for 24-25  **Review of subscriptions:** It was **RESOLVED** to retain membership of HALC 24-25 |
| 7.  8.  9.  10.  11. | **To remind Councillors to update their notice of registrable interest:** (NB) reminded Councillors the need to inform Herefordshire council of any changes on declarations of interests.  **Open session for members of the public:** None raised  **To accept apologies for absence:** None received  **To receive declarations of interest:** None declared  **Reports:**  **11.1 Ward Councillor:** (TF) stated that the waste webinar had moved to new date.  Balfour Beatty contract would not be renewed after 2026  She urged people make contributions to current transport and local plans  There is to be new public conveniences at the Maylord Orchard, Hereford  There is a new City art trail (Mural) in Hereford  Also (TF) referred to community infrastructure fund.  **11.2 Balfour Beatty:** Report received**.**  **11.3 Police Update:** Newsletter report received.  **11.4 Footpath Officer report:** (CF) submitted a detail report before the meeting that will be published on the website. (NB) asked that Councillors and (CF) think about projects they may wish to put forward for grant funding. Finally (CF) requested clarity on including Aconbury in his report. Councillors acknowledged they were happy for (CF) to do this. |
| 12.  13. | **Action points from last meeting:** All included on the agenda  **Planning Applications for consideration:** Nothing currently to consider |
| 14. | **Lengthsman:** (NB) Will write to the Parish Lengthsman to request clarification on work carried out. Plus requesting attendance at June meeting to discuss future work and a possible drainage plan. |
|  |  |
| 15. | **Finances:**  **Balances:**  **15.1** Lloyd’s account (at 06.05.24) £7781.67    **Payments to be agreed:** To consider the following outstanding payments.  **15.2** Clerks Salary as per contract.  HMRC £19.50  Clerk Expenses Printer Ink and Lever Arch Files. Cost shared with Orcop and St Weonards £17.50 actual cost £52.49 (Amazon) £13.50 Petrol £5 Broadband  Proposed: TP Seconded: ND  All in agreement. It was **RESOLVED** all payments to be made.  **15.3 Receipts** – First half of Precept now received £3750  VAT refund £172.48  Lengthsman grant funding £1064  **15.4** **Requests for financial aid** – None. |
| 16. | **New website for parish:** (TP) will liaise with the village hall committee to discuss the viability of splitting the website between village hall and parish council. (TP) will come back with more information. |
| 17.  18. | **Defibrillator:** Village hall committeehave kindly agreed to contribute £375 to the cost of the defibrillator. (NB) will forward email confirmation of the grant payment to the village hall committee.  **To consider code of conduct document:** Councillors acknowledged Herefordshire council cod of conduct additional recommendations. |
|  |  |

**.**

|  |  |
| --- | --- |
|  |  |

|  |  |
| --- | --- |
| 19.  20. | Items for next meeting (no discussion): Drainage plan from Lengthsman, Website  Date of next meeting: Next meeting June 5, 2024, 7.30pm at Little Birch Village Hall  Meeting closed at 8.07pm |
|  |  |

SIGNED:................................................................ CHAIRMAN Dated:..................................................................

Future Meetings

|  |  |  |
| --- | --- | --- |
|  | Wednesday June 5th 2024 | 7.30pm |
|  | Wednesday July 3rd 2024 | 7.30pm |
|  | Wednesday Sept 4th 2024 | 7.30pm |
|  | Wednesday Oct 2rd 2024 | 7.30pm |
|  | Wednesday Nov 6th 2024 | 7.00pm |
|  | Wednesday Dec 4th 2024 | 7.00pm |