



HOLMER AND SHELWICK PARISH COUNCIL

The Minutes of the Annual Council meeting held on Thursday 11th May 2023 at 7.00pm in the Holmer Parish Centre.

Present:

Councillors: Frank Cornthwaite, Sue Clack, David Cooper, Neil Duggan, John Phipps & Mark Weaden.

In Attendance:

Richard James - (Parish Clerk).
6 x Member of the Public

1. Election of Chair.

Resolved – *Cllr John Phipps was proposed by Cllr Neil Duggan and seconded by Cllr Mark Weaden there were no other nominations for chair and Cllr John Phipps was duly elected. The Chair signed the acceptance of office.*

2. Election of Vice -Chair.

Resolved – *Cllr Neil Duggan was proposed by Cllr John Phipps and seconded by Cllr Frank Cornthwaite and was duly elected.*

3. Apologies for absence – No Apologies were received.

4. Declarations of Interest – Cllr Sue Clack declared a non-pecuniary interest in item 8.3 – planning application 231100.

5. Approve the Minutes of the 06.04.23

Resolved – *The minutes were adopted as a true record and were then signed & dated by the Chair.*

6. Open session.

Ward Member Report– (Cllr Frank Cornthwaite)

Cllr Frank Cornthwaite reported that he had been on several training course since the election and said the 1st Full Council Meeting is going to be on the 19th May 23 when the new committees and cabinet membership will be agreed.

7. Co-Option

Council received an application for Co-Option from Mr Marc Mohan.

Resolved – *Mr Marc Mohan application to become a Co-Opted member of the Council was agreed. Cllr Mohan duly sign his acceptance of office as a Councillor.*

8. Planning Applications.

8.1 - **P231145/XA2** - Land at Holmer House Farm Holmer Hereford

Application for approval of details reserved by condition 6 (part) attached to planning permission 184662.

Resolved - *The Holmer & Shelwick Parish Council would like to make the following comments.*

- *No initial Risk Assessment was completed within 6 weeks of the original application.*
- *No full drainage scheme submitted.*

8.2 - **P231190/XA2** - Land to the East of The Rambles Shelwick Hereford.

Application for approval of details reserved by condition 6 attached to planning permission 224308.

Resolved – *The Holmer & Shelwick Parish Council raise **No Objection** to this application.*

8.3 – **231100** - Land between Wyoming and Merton, Shelwick Green Shelwick, Hereford, HR13AL.
Proposed field access.

Resolved – *The Holmer & Shelwick Parish Council **Objects** to this application, however it is mindful that if planning consent is granted, that any approval should ask for the gates to be set back 10 metres and further details of the engineering operation should be provided to achieve the visibility splays.*

9. Financial Matters.

9.1 – Lloyds Bank Statement

9.2 – Unity Trust Bank

Move from Lloyds to Unity Trust Bank - £ 6 per month.

9.3 – Bank Signatures

9.4 – Bank Rec – End of Year 22/23

9.5 – Budget Monitoring – End of Year 22/23

9.6 – Asset Register

9.7 – Receipts – End of Year 22/23

9.8 – Certificate of Exemption – AGAR

9.9 – AGAR Form – Accounting Statement 2022/23

9.10 – Insurance – 2023/24 - £816.20 – last year £808.06

9.11 – Financial Regulations

Resolved – *That (9.1) was noted with a balance of £36,657.29 – (9.2) It was agreed to remain with Lloyds Bank but investigate savings accounts as presently Council don't receive any interest on its account. - (9.3) Cllr's Marc Mohan, David Cooper, John Phipps & Frank Cornthwaite to be signatures on the Parish Council's bank account. - (9.4) The end of year Bank Reconciliation was approved. - (9.5) the End of Year Budget Monitoring was Approved. - (9.6) the Asset Register was Approved. - (9.7) the End of Year receipts were noted. – (9.8) the Certificate of Exemption was Approved and duly signed by the chair. – (9.9) AGAR Form – Accounting Statement 2022/23 was Approved and duly signed by the chair. – (9.10) the Council insurance was due at the end of the month and the renewal quotation was £816.20 up from £808.06 previously. Council Approved the renewal of the Insurance policy. – (9.11) the Financial Regulations Policy was Approved.*

10. Payments.

	Payment	Net	Vat	Total
10.1	Clerks Salary	As per Contract		
10.2	Clerks Expenses	84.75	0.00	84.75
10.3	HMRC	81.00	0.00	81.00
10.4	Hiscox Insurance Company	816.20	0.00	816.20

Resolved – All the payments were approved, and the cheques for payment will be sent.

11. Possible Councillor Training Dates.

Council discussed several training days and times, but they felt it would not be a good idea to have the training on a Council evening as the training was around 2 hours.

Resolved –

12. S106.

Cllr Phipps reported that the planned meeting to discuss the S106 projects within the parish had been cancelled by the Herefordshire S106 officer.

Resolved – That the Parish Council should reschedule its planned meeting with the S106 officers asap.

13. Burial Committee.

- Mr M Weaver who lived in Holmer between 1964 – 1974 would like his ashes buried at Holmer & Shelwick Burial Ground.

Resolved – To contact Mr Weaver stating that Council had agreed that he could have his ashes interred at Holmer & Shelwick Burial Ground and to inform him of the relevant costs.

14. New Parish Council Telephone Number

- 01432 259 7070 - £4.99 + vat per month

Resolved – Council Agreed to this telephone number and for the clerk to purchase.

15. Code of Conduct

The clerk suggests that as the Parish Council should adopted this new Councillor Code of Conduct which NALC & HALC recommend. This new Code of Conduct was in line with the other Parish Council and the Herefordshire Council.

Resolved – It was agreed that this item be put onto the next agenda, as to give Councillor's time to read the code of conduct.

16. Future Agenda Items.

- S106 – Update – Traffic Calming – Wish List
- Council Budget
- Pond
- Leaflet
- Lengthsman
- Notice Boards

17. Date of next meeting.

8th June 2023 at 7.00pm in the Holmer Parish Centre.

The chair closed the meeting at 8.45pm

Signed

A handwritten signature in black ink is written over a solid black rectangular redaction box. The signature appears to be a cursive name, possibly starting with 'P'.

Date 8th June 2023

Approved