

AVENBURY PARISH COUNCIL

**Minutes of a meeting held on Tuesday 19th September 2023
at 7pm in The Public Hall, Bromyard**

Members Present: Cllrs Gill Churchill (Chairman), Y Berry, I Jones, G Churchill and M Berry.

In Attendance: J Eva (Parish Clerk), Ward Cllr. Chowns and 5 residents.

1. To receive, consider and approve apologies for absence.

None.

2. Disclosable Interest Dispensations

To receive declarations of interest and written requests for dispensation.

None.

3. Declarations of Interest

To receive declarations of interest in respect of items on the agenda.

None.

4. To receive and approve the minutes of the previous meetings held on 23rd May and 29th June 2023.

It was RESOLVED to approve and sign both sets of Minutes for meetings held on 23rd May and 29th June 2023.

5. Public participation

5.1 Update from Ward Cllr. Ellie Chowns.

Herefordshire Council (HC) Update

- HC has a new administration, following the local elections in May 2023.
- Cllr. Chowns is no longer a member of the Cabinet, so she will focus on scrutinising the Council's decision-making processes i.e., plans to cancel the previous administration's project to relocate the Hereford Library to Maylord Orchard Shopping Centre (MOSC) in favour of The Shire Hall. Cllr. Chowns has requested that a full business case is undertaken to justify the reasoning behind the use of The Shire Hall in favour of MOSC.
- Cllr. Chowns is Chair of the Connected Communities Committee – particularly focuses on issues relating to economic development, including transport and planning.
- Cllr. Chowns is working on the local transport and cycling infrastructure plans.

Road Safety

- At the Full Council meeting in October, Cllr. Chowns will ask the Council to take forward proposals for 20mph speed limit on residential roads in Herefordshire.
- Munderfield Traffic Regulation (TRO) – Cllr. Chowns and representatives from the parish council will meet with the TRO team to discuss the viability of implementing a 30-mph speed limit through the residential area. An update will be given at the next parish council meeting.

St Mary's Church

Cllr. Chowns reported that she has recently been contacted by several residents with concerns regarding ongoing issues at the St Mary's Church site. Members of

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the public are asked to report their concerns directly to HC or alternatively the Police if a crime has been committed.

5.2 Questions from residents on parish matters.

Several residents in attendance expressed their concerns about issues they have recently witnessed at the St. Mary's Church site.

The Chairman acknowledged the resident's concerns and reiterated the advice from Cllr. Chowns to report any issues directly to HC or alternatively the Police if a crime has been committed.

5.3 Safer Neighbourhoods Team (SNT) Update.

No update provided by the SNT prior to this meeting.

6. Clerk's Report

The Clerk reported the following information.

- Looking into whether a solar unit is required for the installation of a community defibrillator in Munderfield.
- Reported contact from residents in relation to St. Mary's church, previously noted during Public Session.
- TRO meeting scheduled for next week to discuss speed reduction through Munderfield.

7. Finance Report

To consider the budget monitoring report – [see Appendix 1.](#)

It was RESOLVED to accept the budget monitoring report as presented.

7.1 Invoices for payment

Reference	Payee	Amount £	VAT	Goods/Service
Jul/Aug/Sep	Clerk	-	-	Salary
S001	Clerk	18.00	-	2x books 2 nd class postage stamps
S002	Clerk	5.00	-	A4 pad & A4 folder dividers

It was RESOLVED to approve the above payments.

7.2 To note payments made between meetings.

Reference	Payee	Amount £	VAT	Goods/Service
11054 11547	Autela	107.97	21.59	Q1 Payroll

It was RESOLVED to note the above payments

7.3 Receipts

Members noted receipt of the second instalment of the parish precept £3,255.00.

7.4 Confirmation of Balances noted as of 19th September 2023.

Current A/C = £8,810.75.

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Reserves A/C = £4,195.50.

7.5 Update on the Council’s online banking registration.

Members noted that the registration process is ongoing, but it is expected to be completed within the next couple of weeks.

8. Planning / Consultations

HWFR Services Community Risk Management Plan 2025-2030

To consider a short questionnaire from HWFR Services to assist with the formation of their strategic plan for 2025-30, known as the Community Risk Management Plan.

It was RESOLVED for the Chairman to complete and submit the questionnaire on behalf of the parish council.

9. Lengthsman Scheme 23-24

Members noted that Herefordshire Council has advised that following review, grant funding was obtained to empower Town and Parish Councils to carry out L/thsman works on the network for C and U roads.

It was agreed that as the scheme has only just been published it had not given parish council’s sufficient time to budget accordingly. The parish council will consider this when setting the budget for 2024/25.

10. Items for Information

Members noted the Public Realm round up and upcoming road works.

11. Items for the next Agenda

Draft budget.

12. Date, time, and venue of the next meeting

Tuesday 21st November 2023, at 7pm in The Public Hall, Bromyard.

With no further business, the meeting closed at 7:48pm.

Signed Dated

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Appendix 1

Budget 2023/24	YTD 2023/24	Projection to EOY	INCOME
£260.00	£432.00	£432.00	VAT Claim
	£51.39	£50.00	Reserves AC bank interest
£6,450.00	£6,450.00	£6,450.00	Precept
£6,710.00	£6,933.39	£6,932.00	Total Income
			PAYMENTS
£3,200.00	£1,152.33	£3,480.00	Salary (inc. PAYE)
£0.00	£0.00	£0.00	Clerk Expenses
£0.00	£0.00	£0.00	Clerk's home working allowance
£50.00	£0.00	£56.99	Website Expenses
£180.00	£0.00	£200.00	Payroll Services
£340.00	£411.94	£411.94	Insurance
£370.00	£0.00	£430.00	Lengthsman
£200.00	£220.00	£220.00	Audit fees
£300.00	£0.00	£372.00	Subscriptions
£0.00	£0.00	£0.00	Training
£50.00	£0.00	£40.00	General Admin
£200.00	£0.00	£145.16	Election Expenses
£100.00	£0.00	£0.00	Council Assets
£0.00	£0.00	£0.00	Meeting room hire
£200.00	£0.00	£0.00	Contingency / Other
£0.00	£0.00	£0.00	Legal Fees
£170.00	£65.59	£255.00	VAT on payments
£0.00	£0.00	£0.00	Community Defibrillator (ringfence & top up annually)
£0.00	£0.00	£0.00	Traffic Regulation Order (TRO being pursued by HC)
£5,360.00	£1,849.86	£5,611.09	Total Expenditure

Bank Reconciliation 30.06.2023 - 19.09.2023

			Current Account	Reserves Account	TOTAL
Opening balance			£3,907.05	£4,174.53	£8,081.58
(+) Receipts			£6,450.00	£20.97	£6,470.97
TOTAL			£10,357.05	£4,195.50	£14,552.55
(-) Payments			£1,849.86	£0.00	£1,849.86
Balance			£8,507.19	£4,195.50	£12,702.69
			19.09.2023	31.08.2023	TOTAL
Bank Statement			£8,810.75	£4,195.50	£13,006.25
o/s cheques					
	566	£129.56			
	567	£174.00			
			£303.56		£303.56
			£8,507.19	£4,195.50	£12,702.69

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