

AVENBURY PARISH COUNCIL**Minutes of a meeting held on Tuesday 26th March 2024
at 7pm in The Public Hall, Bromyard**

Members Present: Cllrs Gill Churchill (Chairman), Yvonne Berry, and Mark Berry.

In Attendance: Jennifer Eva (Parish Clerk)

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

Apologies for absence were received from Cllr George Churchill (personal), Cllr Ian Jones (work) and Ward Cllr Ellie Chowns (another meeting).

2. Declarations of interest and written requests for dispensations

All Members present declared a non-registerable interest in item 5.1 P240510/F as he performs grounds maintenance duties on behalf of the Parish Council.

3. To receive and approve the minutes of the last meeting held on 16th January 2024.

It was RESOLVED to approve and sign the Minutes of the last meeting.

4. Open Session

4.1 Ward Councillors Report – unavailable.

4.2 Questions from residents on parish matters – none.

4.3 Safer Neighbourhoods Team – PCSO unavailable.

5. Planning – to comment on applications for determination by Herefordshire Council.

5.1 [P240510/F Avenbury, Bishops Frome & Cradley, Field to the south of the Chestnuts, Land at Grid Ref 365060 250800 Munderfield.](#)

The proposed erection of two 3-bedroom dwellings and associated works including access, landscaping, and drainage on land to the south of the Chestnuts; and the installation of new drainage infrastructure at a cattle handling yard at Stocks Cottage.

Due to the interests declared by Members present, this item was not considered.

5.2 The parish council is a consultee for the following application, which is in Bishops Frome, as it close to the parish border with Avenbury.

[224198 - Avenbury Care Farm, Bishops Frome, Worcester, Herefordshire WR6 5BQ](#)

Proposed small barn building and associated link to existing stock barn and ancillary facilities to provide Care Farm Day opportunities.

It was RESOLVED to note the information relating to this application in a neighbouring parish.

5.3 Members noted that the following application has been approved by Herefordshire Council. [P233780/FH – Chelston, Munderfield, HR7 4JU.](#)

Proposed ground floor extension.

HC Decision: [Approved with Conditions](#)

5.4 Herefordshire Local Plan and Local Transport Regulation 18 Consultation. Members noted dates for the consultation at locations across the county. The Local Plan sets out how development in the county will support housing and employment growth until 2041, and the infrastructure needed for their delivery, while at the same time achieving Herefordshire Council's social and environmental objectives.

Signature/Initial

6. Finance Report

6.1 To consider the March 2024 budget monitoring report and bank statements.

It was RESOLVED to approve the report and bank statements as provided – see [Appendix 1.](#)

6.2 To consider and approve a list of invoices for online bank payment.

Reference	Payee	Amount £	VAT	Goods/Service
Chq. 577	HMRC	174.00		Q4 PAYE
Jan, Feb, Mar	J Eva	-	-	Clerk salary

It was RESOLVED to approve the above invoices for payment.

6.3 To note a list of cheque and online payments made between meetings.

Payments made between meetings were approved by the Parish Council at the last meeting on 16th January 2024.

6.4 Members noted that PKF Litle John have been appointed by the Smaller Authorities' Audit Appointments to act as external auditors for 5 financial years 2022/23 to 2026/27.

6.5 Internal audit – to consider arrangements for the appointment of an internal auditor.

It was RESOLVED to appoint HALC as the Parish Council's internal auditor for 2024.

7. Risk Registers

Members reviewed the Council's Risk Register in detail and considered any action.

It was RESOLVED that no additions or changes were required.

8. Highways/Footpaths – to consider any issues for reporting to Herefordshire Council
Members expressed concern at the condition of the B4214 from Munderfield to Bromyard. The road surface appears to be collapsing and is heavily rutted with deep potholes. One section on the bends out of Munderfield is prone to deep flooding after heavy rain, which makes the road unpassable at times.

It was RESOLVED for the Clerk to report these issues directly to Herefordshire Council.

9. Herefordshire Council Consultations – to review and consider a response

9.1 Consultation on Licensing of Sex Establishments Statement of Licensing Policy.

9.2 Consultation on Gambling Policy – Statement of Principles 2024 – 2027.

Members RESOLVED to note the above Consultations.

10. Information Section and Correspondence: the following information was noted.

10.1 HALC – Information Corner March 2024 (inc. LTN 87-Procurement & email briefing)

10.2 Locality Steward Briefing 15th March 2024

10.3 Hedgehogs R Us 2024

10.4 Great Collaboration Update

10.5 Public Realm Update – February 2024

10.6 PCC Notice of Election

10.7 The Survivor Pathway information

10.8 We Don't Buy Crime information

10.9 Adopted Herefordshire Minerals & Waste Local Plan

10.10 Play Your Part in the Great Herefordshire Clean Up

Signature/Initial

11. To raise items for the next scheduled parish council meeting

Members to forward any items to the Clerk before the next meeting.

12. To note that the Annual Parish Meeting and Annual Council Meeting will take place on Tuesday 21st May 2024.

- Annual Parish Meeting 6.45pm
- Annual Council Meeting 7.00pm

With no further business, the meeting closed at 7.40pm.

Signed Dated

Signature/Initial

Appendix 1 Finance Report

Avenbury Parish Council

**Budget Monitoring Report
26th March 2024**

Spend against budget YTD

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	£2,719.05	£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	£96.64	£200.00	Payroll Services
£340.00	£411.94	£411.94	Insurance
£370.00	£430.00	£430.00	Lengthsman
£200.00	£220.00	£220.00	Audit fees
£300.00	£371.47	£372.00	Subscriptions
£0.00	£0.00	£0.00	Training
£50.00	£23.00	£40.00	General Admin
£200.00	£145.16	£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	£245.20	£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	£4,662.46	£5,611.09	Total Expenditure

Bank reconciliation 17.01.2024 to 26.03.2024

Bank Reconciliation 17.01.2024 - 26.03.2024				
	Current Account	Reserves Account	TOTAL	
Opening balance	£3,907.05	£4,174.53	£8,081.58	
(+) Receipts	£6,882.00	£51.39	£6,933.39	
TOTAL	£10,789.05	£4,225.92	£15,014.97	
(-) Payments	£4,662.46	£0.00	£4,662.46	
Balance	£6,126.59	£4,225.92	£10,352.51	
	22.02.2024	29.12.2024	TOTAL	
Bank Statement	£6,126.59	£4,225.92	£10,352.51	
o/s cheques				
	£0.00			
	£6,126.59	£4,225.92	£10,352.51	

Income received YTD

DATE	PRECEPT	BANK INTEREST	VAT Claim	TOTAL
19.04.2023	£3,225.00			
29.04.2023		£3.26		
31.05.2023		£4.06		
30.06.2023		£3.95		
31.07.2023		£4.71		
31.08.2023		£4.99		
19.09.2023	£3,225.00			
29.09.2023		£4.83		
31.10.2023		£5.34		
30.11.2023		£5.01		
29.12.2023		£4.85		
29.01.2024			£432.00	
31.01.2024		£5.53		
29.02.2024		£4.86		
	£6,450.00	£51.39	£432.00	£6,933.39

Signature/Initial

Account Name
AVENBURY PARISH COUNCIL

Account No 24424129 Sort Code 52-10-23 Page No 1 of 2



Account Name
AVENBURY PARISH COUNCIL

Account No 24424137 Sort Code 52-10-23 Page No 1 of 2



Current Account

Summary	
Statement Date	29 FEB 2024
Period Covered	31 JAN 2024 to 29 FEB 2024
Previous Balance	£7,697.61
Paid In	£0.00
Withdrawn	£1,571.02
New Balance	£6,126.59
BIC	NWBKGB2L
IBAN	GB62NWBK52102324424129

Business Reserve Account

Summary	
Statement Date	28 MAR 2024
Period Covered	01 MAR 2024 to 28 MAR 2024
Previous Balance	£4,225.92
Paid In	£4.70
Withdrawn	£0.00
New Balance	£4,230.62
BIC	NWBKGB2L
IBAN	GB40NWBK52102324424137

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Date	Description	Paid In(£)	Withdrawn(£)	Balance(£)
31 JAN 2024	BROUGHT FORWARD			7,697.61
13 FEB	Cheque 000572		174.20	7,523.41
14 FEB	Cheque 000574		231.92	7,291.49
20 FEB	Cheque 000573		516.00	6,775.49
21 FEB	Cheque 000571		445.76	6,329.73
	Cheque 000576		145.16	6,184.57
22 FEB	Cheque 000575		57.98	6,126.59

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Interest rate: 1.45% Gross / 1.46% AER

Date	Description	Paid In(£)	Withdrawn(£)	Balance(£)
01 MAR 2024	BROUGHT FORWARD			4,225.92
28 MAR	Interest 28MAR GRS 24424137	4.70		4,230.62

Signature/Initial