

**MINUTES OF THE ANNUAL MEETING OF AVENBURY PARISH COUNCIL  
HELD ON TUESDAY 20<sup>th</sup> MAY 2025, AT 7PM IN THE PUBLIC HALL**

**MEMBERS PRESENT:** Cllrs Yvonne Berry, George Churchill, and Gill Churchill.

**ALSO, PRESENT:** Jennifer Eva (Parish Clerk).

**25/01 ELECTION OF CHARIMAN**

1. It was **RESOLVED** that Cllr Gill Churchill be re-elected as the Chairman of the Council for the municipal year 2025/26.
2. Declaration of Acceptance of Office - Cllr Churchill read and signed the Statutory Declaration of Acceptance of Office for the role of Chairman.

**25/02 APOLOGIES**

Apologies for absence were received and accepted from Cllr Mark Berry (work).

**25/03 ELECTION OF VICE CHAIRMAN**

It was **RESOLVED** that Cllr Yvonne Berry be re-elected as Vice Chairman of the Council for the municipal year 2025/26.

**25/04 DECLARATIONS OF INTEREST**

1. Register of Interests – Councillors noted the need to update their ROI.
2. To declare any Disclosable Pecuniary Interests (DPI) and other interests in items on the agenda as required by the Parish Council's Code of Conduct for Members and by the Localism Act 2011. Requests for dispensations must be made in writing, addressed to the Clerk, and received as soon as possible before the meeting. Failure to register or declare a DPI may result in the commission of a criminal offence.  
None declared.

**25/05 MINUTES OF THE PREVIOUS MEETING**

It was **RESOLVED** to accept and sign the Minutes of the previous meeting held on 18<sup>th</sup> March 2025.

**25/06 WARD COUNCILLOR UPDATE**

Members received and noted a written report from Cllr Tully, with the following information.

Road Safety

- A speed limit reduction has been implemented in Munderfield, with ongoing efforts to improve signage and awareness.

Resurfacing

- A significant section of road in Munderfield is likely to be resurfaced this year.
- Some roads remain neglected despite continued advocacy.
- The local steward has been responsive; residents are encouraged to report road issues.

Council Updates

- Local Plan: Progress is delayed due to new national housing targets. The goal remains to develop a plan that reflects rural Herefordshire's needs.

- Children’s Services: Ofsted inspection shows improvement in child protection, assessments, and early help services—benefiting local families.

Road Maintenance

- The final year of major roadworks by Balfour Beatty is underway, with other resurfacing handled by the Council and alternative contractors.

**25/07 PUBLIC SESSION**

No residents were in attendance.

**25/08 ASSET REGISTER**

Members reviewed the asset register. It was **RESOLVED** to approve the register as presented.

**25/09 POLICIES AND PROCEDURES**

1. Members consider the following documents.
  - a. Standing Orders
  - b. Code of Conduct
  - c. Financial Regulations
  - d. Risk Schedule
  - e. Complaints Procedure
  - f. Equality Policy
  - g. Policy for dealing with Planning Applications received between meetings
  - h. To reconfirm eligibility to act under the General Power of Competence (GPC).

It was **RESOLVED** to approve the policies and procedures (a – g) as presented and reconfirm the parish council’s eligibility to act under the GPC.

**25/10 FINANCE**

1. Members received and noted an end-of-year report for the year ending 31<sup>st</sup> March 2025.
2. Members received and noted a finance report from April – May 2025 (inc. bank statement totals, spend to date and bank reconciliations).
3. Review bank signatories.  
It was **RESOLVED** to approve Cllr Gill Churchill and Cllr Yvonne Berry as bank signatories.
4. To consider closing the current and reserves account with NatWest and opening two new accounts with Lloyds Bank.  
It was **RESOLVED** to close the Council’s NatWest accounts and open a current and reserve account with Lloyds. Cllrs Gill Churchill, Yvonne Berry and the Parish Clerk will be the signatories for this account.
5. To ratify the following payments made between meetings.

<b>Payee</b>	<b>Goods / Services</b>	<b>VAT</b>	<b>TOTAL</b>
K Nason	Renewal of PC website domain (2 years)	£13.00	£77.99

HALC	Subscription to HALC / NALC	£81.65	£489.91
HMRC	PAYE month 1	£0	£72.00
R Mullett	Internal Audit 2024/25	£0	£200.00
J Eva	Clerk's wages for April	-	-

It was **RESOLVED** to approve the payments as listed.

- To approve invoices for payment via online transfer.

It was **RESOLVED** to approve: Clerk's salary for July and PAYE to HMRC.

- End of Year Finance Report and Bank Statements – to consider and approve the report. Approved as item 25/10.1.
- Internal Audit – members received and considered the internal audit report.

It was **RESOLVED** to accept the internal audit report and recommendations.

- AGAR Governance Statement – to consider and approve the statement. Councillors considered the Annual Governance Statement and responded 'YES' to each of the first eight assertions, N/A' to the ninth assertion.

It was unanimously **RESOLVED** that the Chairman and Clerk sign.

- AGAR Accounting Statements – to consider and approve the Statements. Councillors reviewed the Accounting Statements 2024/25 which had been circulated as part of the agenda.

It was unanimously **RESOLVED** that the Chair and Clerk/RFO sign.

- Period for the Exercise of Public Rights – to agree the dates for commencement. It was unanimously **RESOLVED** to agree the dates for the Public Inspection of the Accounts commencing on 18th June to 29th July 2025. The Clerk to place a copy on the noticeboard and website.

- Certificate of Exemption – as the Council's higher gross income did not exceed £25,000.00 in the year to 31<sup>st</sup> March 2025 to RESOLVE to certify themselves as exempt from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities Regulations 2015).

It was unanimously **RESOLVED** to certify the Parish Council exempt from a limited assurance review under Section 9 of the Local Audit regs, as the Council's gross income and expenditure did not exceed £25,000 in the year to 31st March 2025.

## 25/11 PARISH COUNCIL INSURANCE

Members reviewed the current insurance policy and considered any changes. It was **RESOLVED** to accept the policy as presented.

## 25/12 PLANNING MATTERS

To consider any parish applications for determination by Herefordshire Council.

[P250595/F - Hungry Hill, Stoke Lane Bromyard, HR7 4HD.](#)

Proposed change of use from residential land back to agricultural land.  
Type: Planning Permission.  
It was **RESOLVED** to support this application.

**25/13 HEREFORDSHIRE COUNCIL CHARTER FOR LOCAL COUNCILS**

Members considered signing the new Charter for Herefordshire Councils, as discussed at the 8<sup>th</sup> April 2025 Parish Summit. All Parish and Town Councils in Herefordshire are invited to sign up to the Charter. It was **RESOLVED** to sign up to the Charter.

**25/14 HIGHWAYS / FOOTPATHS / TRAFFIC**

1. To consider any issues to report to Herefordshire Council.  
Members are disappointed to see that the B4214 through Munderfield has yet to be resurfaced. It is understood that this work will take place later in the year - dates TBC.
2. Lengthsman Scheme 2025/26 – to consider participating in the scheme.  
It was **RESOLVED** not to participate in the scheme this year.

**25/15 INFORMATION AND CORRESPONDENCE**

To note any information & correspondence received.

- a. Talk Community Newsletters
- b. Written update from Ward Councillor Tully – April 2025
- c. Email from resident re: new 'Munderfield' highway signage.
- d. MPs Public Meeting with WM Railway notification.
- e. Locality Stewards weekly updates.

**25/16 DATE OF THE NEXT ORDINARY MEETING – 15<sup>th</sup> July, at 7PM.**

With no further business, the meeting was closed at 8 pm

Signed by Cllr Gill Churchill ..... Dated .....