

ORLETON PARISH COUNCIL

DRAFT MINUTES OF A PARISH COUNCIL MEETING HELD AT 7.30PM ON THURSDAY 23 SEPTEMBER 2022 AT THE VILLAGE HALL

Attendees:

Mr David Lane Vice Chair, Colin Mitchell, Mark Simmons, Barry Rogers, Philip Hardwick, Brian Powell.

MINUTES

1. Apologies for absence.

Councillor Barry Gandy

2. Declarations of interest and written requests for dispensation on agenda items.

Nil

3. Approve the minutes of the extraordinary meeting held on 25th August 2022.

Minutes of the meeting held on 25th August were approved and signed.

4. Report of Ward County Councillor Sebastian Bowen.

The Ward Councillor was unavailable and no report submitted

5. Invitation to members of the Public to address the Council (limited to 15 mins).

Comments on Comberton speeding issue delayed to Item 19.

No further questions

6. Finance

a. Payments:

Internal Audit Pro Bono £50.00 - Approved

DC Gardening Services £480 (VAT £80) - Approved

Leo Pest Control – (£81.60) Approved

McKay Electrical Defibrillator Charges (£71.25) – Approved

SIDS Installation and Maintenance Invoice - Approved

7. Planning

222961 - Boot Inn, No Objections

222960 – The Bower, Church Lane, Orleton, No Objections

222820 – The Bramleys, Church Lane. No Objections

8. Parish Clerk

a. **Motion to approve an increase in weekly working hours from 7 to 10 hours for the Parish Clerk.** Motion delayed to after Item 23

b. **Motion to backdate the uplift to for the Parish Clerk to 6 May 2022.**
Motion delayed to after Item 23.

9. Agree Work Plan and way forward regarding publicity plan for the Smartwater project and agree further steps.

Work Plan delayed to next meeting. Parish Clerk briefed the Council on the options for the project.

10. Review amendments to 3 key documents proposed by Working Groups and motion to approve final versions.

WORK GROUP 1	WORK GROUP 2
007 Financial Regulations	002. (002a, 0022b are incorporated in 002) Code of Conduct
005 Standing Orders	

1. **Financial Regulations.** Amended to reduce amount payable by Clerk under 4.1.iii without the authority of the committee to £250. The Clerk sought clarification on whether this included payment of his salary. It was confirmed that the Clerk would in future require the authority of the Committee to pay his salary. Approved as amended.
2. **Standing Orders 005.** Amendments proposed by Councillor Lane approved and incorporated.
3. **Code of Conduct 002.** No comments. Approved.

11. Discussion on proposed amendments of Phase 1 essential documents and recommend amendments for approval with amendments at October meeting

Agreed

WORK GROUP 1	WORK GROUP 2
007a Electronic Banking Policy	004a Equal Opportunities Policy
004f Expenses Policy	004b Disciplinary Grievance Policy
004e Pay Policy	004c Sickness and Absence Policy
004h Volunteer Work Policy	004d Learning and Development Policy
004i Human Resources Policy	004g Unreasonable Complaints Policy
004j Staff Appraisal Policy	

12. Approve Phase 2 documents for Review by the Working Groups for initial review and approval with amendments at November meeting.

PHASE 2	
WORK GROUP 1	WORK GROUP 2
003 – Communication Policy	003c – Community Guide
003a – Email Policy	003d – Public Participation Guide
006c – Co-option Policy	006b – Planning Policy
006d – Dispensation Policy	006e – Meeting Attendance Policy
007c&d – Small Grants Policy	007g – Internal Audit Policy

Agreed

13. Election Year - Precept and Budget Procedures. Review proposed plan, programme timings, plan for public participation and agree further steps.

Council agreed to hold a budget planning meeting on 13th October and propose an initial budget plan at October Council meeting and decide future action including a public meeting. Cllrs Colin Mitchell and Barry Rogers [Afternote: The meeting will be held on 11th Oct]

14. Herefordshire Grants Update

- a. Agree a draft Section 106 Wish List. Proposal to hold Parish meeting to discuss and agree further steps.
 - i) Discussion on Section 106 process. Clerk to report back on Sect 106 meeting to be held on 12 Oct. Agreed to revisit at next meeting.
- b. Discuss options for the ORA pavilion.
 - i) Councillor Powell explained regarding insurance and ORA committee situation regarding possible long-term lease for grounds and pavilion. Discussion on requirements of the

Football Club for a long lease and Council to await further advice.

- ii) Adjourned to next meeting.

15. Update on agreement to empty dog bin at Green Lane. Purchase of bin liners.

It was agreed that the manager of Green Lane caravan site (Alan) and Mr Ian Rimmer would, in future, empty the dog bin as required and that element of the Leo Pest Control Contract would be removed. A claim for plastic rubbish bags would be submitted to OPC as required [Afternote: Green Lane part of contract cancelled].

16. Motion that the Parish Council shall elect a member as a Representative on the Recreation Ground Committee.

Councillor Colin Mitchell nominated and accepted.

17. Receive report from Councillor Lane on the implementation plan for the Drainage Grant 2022/23 and agree further steps.

OPC considered the report prepared by Councillor Lane and approved the proposal for the 2022/23 HCC drainage grant. [Afternote: Approved costed Works Plan was submitted to HCC and Lengthsman notified]. Clerk to notify Balfour Beatty (Joel Hockenhall) of list of works required through Locality Steward. Plan of Annual Maintenance for drainage, Lengthsman and PROW officer to be prepared by Clerk supported by Councillor Lane for 2023/24 budget and the future.

18. Discuss introduction of a Hedge and Drainage protocol to improve householder and landowner responsibility for the maintenance of hedges, ditches and drains along roads, paths and pavements including riparian rights and responsibilities and agree further steps.

The value of publicity surrounding the duties of householders was agreed, but the use of pro-forma letters rejected. Clerk to write to Shropshire Homes informing them of the riparian responsibilities. Clerk to obtain pamphlets from Balfour Beatty and print for distribution to householders.

19. Update on the request to review the speed limits in Comberton and meeting with police.

After discussion it was agreed that the Clerk would arrange a meeting date, time and location. [Afternote: The meeting will be held at 1700 hrs Mon 17th October in the Village Hall. Notice placed in website and noticeboard and Comberton residents notified]. SIDs information will be available at the end of October.

20. Consider quote for third defibrillator and options for location (telephone box etc).

After discussion it was agreed that a third defibrillator was not required.

21. Donation of Christmas Trees. Agree numbers, location and agree way forward.

It was agreed that Councillors would approach local farmers to donate 3 trees and an audit of Christmas lights would be carried out to adequately illuminate the trees. Councillor Simmons agreed to request Liz MacKay to action and price (not more than £100). (Lengthsman to erect?)

22. Remembrance Day Plan, purchase of wreath, pole poppies and decoration of war memorial and agree way forward.

The Clerk was authorised to purchase a wreath on behalf of the Parish Council. Mr Gandy has a supply of pole poppies, but plastic cable ties will be required (supplied by Councillor Lane). The organisation of the ceremony will need to be planned with local RBL representative. [Afternote: A poppy was purchased £25 – delivery 18 Oct]

23. Confirm agreed HALC training date for Parish Councillors. Proposed 13 Oct 2022.

It was agreed that a councillor training day would be held: [Afternote: on 24th November 2022 and HALC had been notified.]

8. Parish Clerk (Clerk recused)

a. Motion to approve an increase in weekly working hours from 7 to 10 hours for the Parish Clerk.

b. Motion to backdate the uplift to for the Parish Clerk to 6 May 2022.

Both motions were delayed following a statement made by the Vice Chairman and a new motion would be included in the October Meeting subsequent to appraisal.

24. Motion to approve SLCC membership (£10 + £134 pa).

Motion was delayed as per Item 8.

9. Matters raised for next meeting (no discussion).

10. Date of next meeting and close meeting.

Date of Next Meeting: Thursday 20 October 2022

Meeting Closed Time: 2115 hrs

The Chairman
20 October 2022