



ORLETON PARISH COUNCIL

MINUTES **of the Annual Parish Council meeting held on** **Thursday 18th May 2023 at 7:40pm** **at the Village Hall**

Present: Councillors: D. Lane (in the Chair), C. Mitchell, V. Bishop, R. Gittings

In attendance: O. Barrett (Clerk), Councillor D. Hurcomb (Ward Member for Bircher), 4 members of public.

1. To elect the Chairman of the Council for 2023/24.

Cllr Lane was nominated and unanimously **ELECTED** as the Chairman of the Council for 2023/24

1.1 To receive Chairman's Declaration of Acceptance of Office.

Chairman's Declaration of Acceptance of Office was duly **SIGNED** before the Clerk.

2. To elect the Vice-Chairman of the Council for 2023/24.

Cllr Mitchell was nominated and unanimously **ELECTED** as the Vice-Chairman of the Council for 2023/24.

3. To receive apologies of absence.

Apologies for absence were **RECEIVED** from Cllr Powell (pre-planned holiday), Cllr Simmons (Church choir performance), Cllr Rogers (family emergency).

4. To receive elected Members' Declarations of Acceptance of Office.

Councillors' Declarations of Acceptance of Office were duly **SIGNED** before the Clerk.

4.1 To approve the Declarations of Acceptance of Office of absent Members to be signed at or before the next Council meeting on 15th June 2023.

It was **RESOLVED** that the Declarations of Acceptance of Office of absent Councillors will be signed before the Clerk at or before the meeting of the Council on 15th June 2023.

5. To consider any declarations of interest and written requests for dispensation on agenda items.

None.

6. To approve Minutes of the meeting held on 20th April 2023.

The Minutes of the meeting held on 20th April 2023 were **APPROVED** as true and accurate record and duly **SIGNED** by the Chairman.

7. To note the results of the Herefordshire Council elections for Bircher Ward.

Election of Councillor Dan Hurcomb as the Ward Member for Bircher Ward (Herefordshire Council) was **NOTED**. The Chairman congratulated and welcomed Cllr Hurcomb.

Cllr Hurcomb paid tribute to the outgoing Ward Member, Councillor Sebastian Bowen, praising his exceptionally longstanding service and hard work for the area over the years.

8. Open session (limited to 5 minutes)

A member of public raised a question with regards to one of the following items of the Agenda (16.6) and it was deferred until then.

9. To review and adopt Orleton Parish Council's Code of Conduct.

Orleton PC Code of Conduct was reviewed, it was AGREED that it still adequately covers the needs of the Council. It was therefore **RESOLVED** for the Policy to be re-adopted.

10. To review and adopt Orleton Parish Council's Standing Orders.

Orleton PC Standing Orders were reviewed, it was AGREED that the Policy still adequately covers the needs of the Council. It was therefore **RESOLVED** for it to be re-adopted.

11. To review and adopt Orleton Parish Council's Financial Regulations.

Orleton PC Financial Regulations were reviewed, it was AGREED that the Policy still adequately covers the needs of the Council. It was therefore **RESOLVED** for it to be re-adopted.

12. To note the updated Assets Register.

The Assets Register as updated on 03.05.2023 was reviewed and it was **AGREED** that it was an accurate reflection of the assets owned by the Parish Council.

13. To review and approve the schedule of Parish Council meetings for 2023/24, including the Annual Council Meeting and Annual Parish Meeting for 2024 and review the time meetings are held.

The Schedule of meetings of the Parish Council was reviewed and **APPROVED** for the following year. The date for Annual Parish Meeting and Annual Meeting of the Parish Council was fixed for 16th May 2024.

The time of the meetings of the Council was fixed at 7:30pm.

14. Representatives to outside bodies:

14.1 To consider and nominate a representative to the Village Hall committee.

Cllr Gittings was nominated and duly **APPOINTED** as the Council's representative to the Village Hall Committee.

14.2 To consider and nominate a representative to the Orleton Recreation Association.

This item was **DEFERRED** until the next Council meeting.

15. Delegations:

To consider and appoint Liaison Councillors in respect of the following matters

15.1 Road Safety and Highways Liaison

Cllr Bishop was nominated and **APPOINTED** the Council's Liaison Councillor for Road Safety and Highways.

15.2 Orleton Flood Group

Cllr Lane was nominated and **APPOINTED** the Council's representative for Orleton Flood Group.

16. Finance.

16.1 To note the bank balance – 31st April 2023

Bank balance of £26,232.44 was **NOTED**.

16.2 To note the receipt of Precept 2023-24 Pt. 1 payment from Herefordshire Council - £15,633.00

NOTED.

16.3 To note the review of bank signatories and bank transfers authorisations

It was **REPORTED** that the changes to the signatories for Council's bank account, approved on 20th April 2023, were submitted to the bank, and are awaiting implementation.

16.4 To review the Council's insurance cover and approve payment of insurance premium due on 01.06.2023 - £627.29

The Council's insurance cover was reviewed, and it was **AGREED** that it still adequately covers the needs of the Parish Council. Payment of the premium was **APPROVED**.

16.5 To consider and approve the following (but not limited to) outstanding invoices for payment:

The following invoices were **APPROVED** for payment by BACS:

16.5.1 Leo Pest Control - £69.60

16.5.2 Clerk's travel expenses - £47.84 and stationery - £21.98

16.5.3 Herefordshire Council, Election 12.01.23 recharges - £1,604.72

16.6 To consider and approve Orleton Coronation Committee grant application for funding of the Coronation Commemorative Plaque and associated costs.

The application was **WITHDRAWN**.

16.7 To consider and approve schedule of regular payments in respect of Clerk's salary and note the payment of salary for April.

Schedule of regular monthly payments of the Clerk's salary, as per payslips received (25th of each month) was **APPROVED**. Payments to be reported to the Council at the next meeting.

17. Lengthsman and weed control.

17.1 The following schedule of Lengthsman's works for June and July was **APPROVED**:

JUNE –

Cutting behind road signs throughout the Parish, around black and white bollards, benches throughout the Parish and around the red phone box and bench in the village;

Scraping off drain tops throughout the Parish;

JULY –

Cutting of all visual displays throughout the Parish and strimming along the bottom edge of the embankment leading from the War Memorial to just past the bus stop;

Annual strimming of grass at God's Little Acre.

An issue of overgrown hedges creating road safety issues at certain junctions in the Parish has been raised. The Clerk and Cllr Hurcomb to follow up.

17.2 To approve appointing of external contractor to carry out weed spraying throughout the village.

It was **RESOLVED** to appoint the external contractor and accept the quote for carrying out of herbicide spraying throughout the village. Works to be carried out at the end of May, weather dependent.

18. Planning

To consider the following planning applications for determination by Herefordshire Council:

18.1 230762 – Orleton Manor, Orleton, SY8 4HR

Proposed alterations to previously approved new outbuildings comprising of garage and barn/stable block (approved applications 210398/FH & 210399/L)

NO COMMENT

18.2 230763 – Orleton Manor, Orleton, SY8 4HR

Proposed alterations to previously approved new outbuildings comprising of garage and barn/stable block (approved applications 210398/FH & 210399/L)

NO COMMENT

18.3 231146 – 39 Mortimer Drive, Orleton, SY8 4JW

Works to trees – T1 – Sycamore at front of property to fell to ground. Sycamore has been pollarded hard back to main stem/trunk some years ago this has lead to main stem decay and fungal colonisation. Main stem is hollow to hammer test and both the applicant and the neighbouring property are concerned at deadwood falling onto their respective drives and gardens.

NO COMMENT

19. Matters for discussion at the next meeting. (No discussion)

- Retaining Wall behind the War Memorial.
- Delegation for Cllr Mitchell to examine Planning applications.

20. Date of next meeting – 15th June 2023.

CONFIRMED

There being no other business the meeting has closed at 8:05pm

Signed – Chairman of the Council

Date